



Pre-qualification

ACT 13.303/16

VERSION 1, JULY/24

Pre-qualification Suppliers Application Guide



Definition

Auxiliary procedure prior to the contracting of objects that require a complex and/or long-term technical analysis.

This procedure consists of evaluating in advance the technical capacity of suppliers and products, guaranteeing the quality of the goods or services.



Purpose

Build a list of technically qualified suppliers or products for participation in future bids.



Benefits

- Early technical analysis
- Agility in the future hiring process
- Guarantees that there will be no technical rejection in the bidding



Types of Pre-qualification

- **SUBJECTIVE** qualify suppliers of goods or services
- **OBJECTIVE** qualify products (tools, software, chemicals, etc.)



Pre-qualification Call

- The calls, public and open to registration by any interested party, are published on the Petronect Portal (www.petronect.com.br).
- They contain the **rules of participation and technical requirements for companies** to qualify to supply goods or services to Petrobras.
- At the end of the process, **the list of approved suppliers/products is published on the Petronect Portal.**



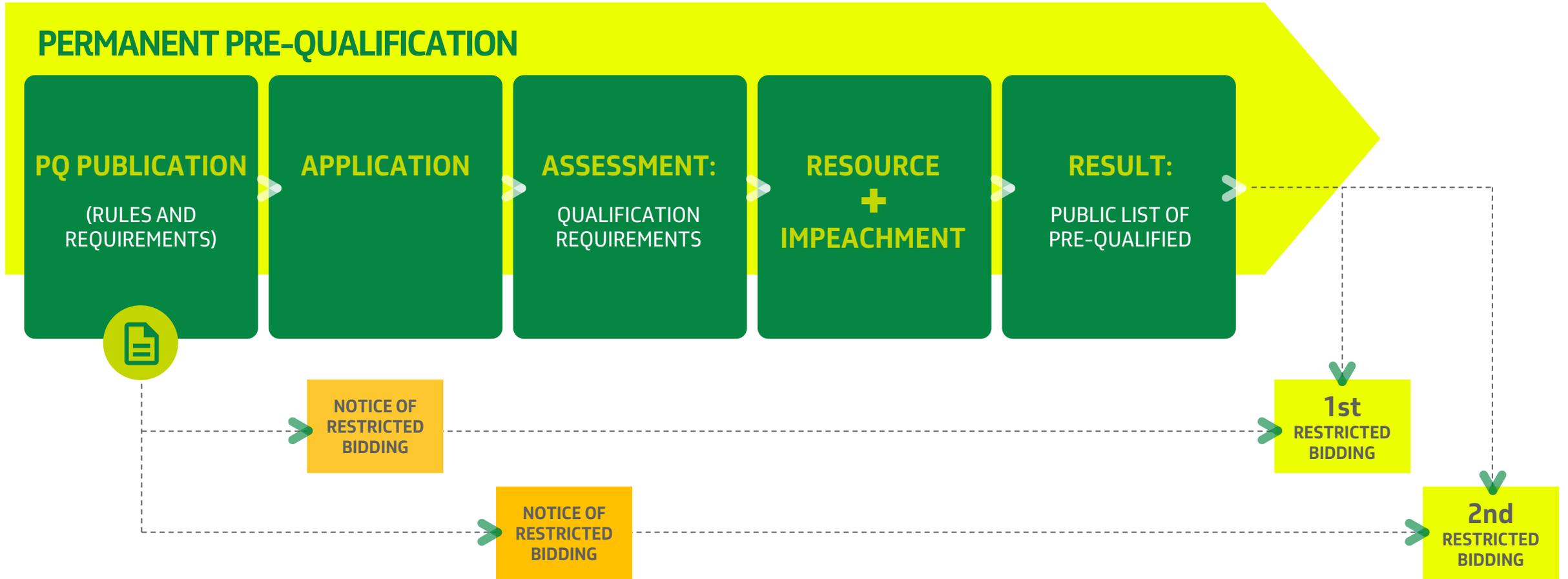
Notice of bidding restricted to pre-qualified candidates

- We may open bids restricted to companies or products approved in the pre-qualification process.
- **Before publishing these bids, we will always issue Restricted Bidding Notices containing the deadline** so that interested parties who have not yet started their pre-qualification process can register and send the documentation required in the Prequalification Call.
- The results of the technical qualification of all interested parties registered within the Tender Notice period will be disclosed **before we begin restricted bidding.**

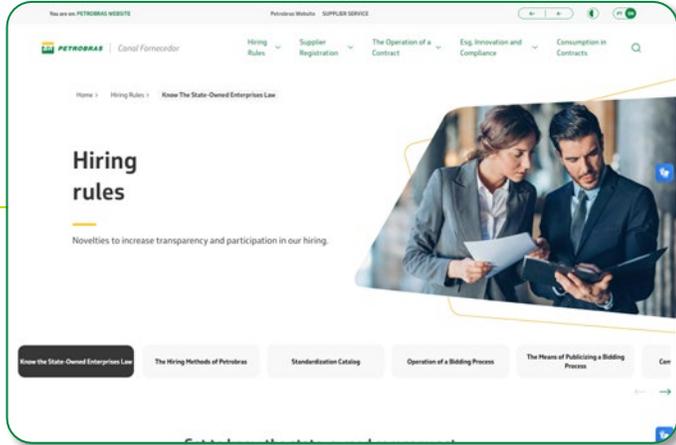


ATTENTION The prequalification procedure does not end at the deadline of a Bidding Notice. After this date, companies that have not yet started their pre-qualification will continue to be able to prequalify and may participate in other restricted bids in the future, always preceded by a new Bidding Notice.

HOW PRE-QUALIFICATION WORKS

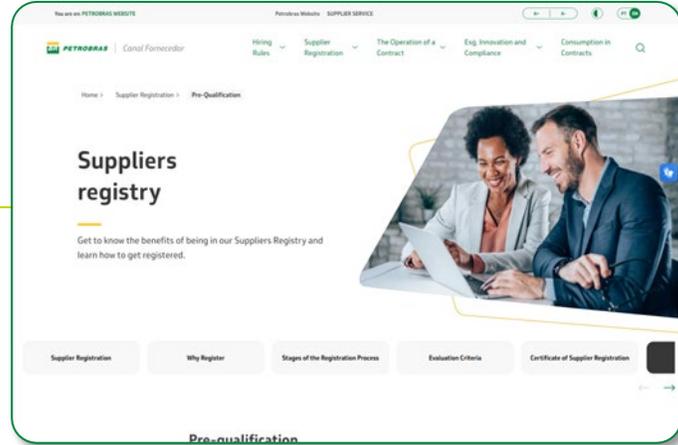


CONSULTATIONS MATERIALS ABOUT PRE-QUALIFICATION



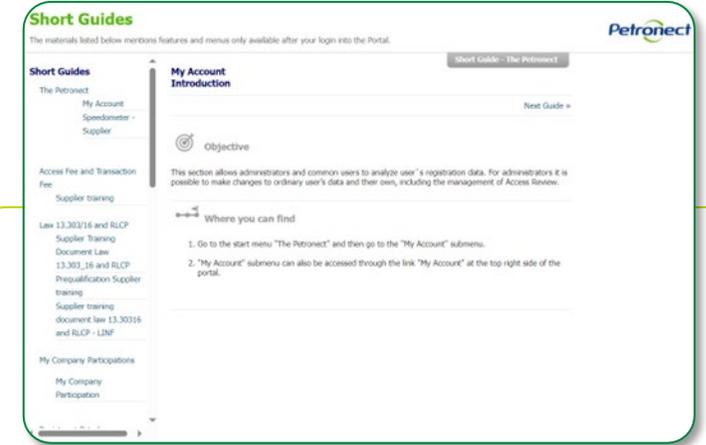
Hiring rules

(Know The State-Owned Enterprises Law)



Pre-Qualification

Petrobras Supplier Channel



Short Guides Petronect





1. The supplier must enter his username and password on the site Petronect
2. Click on **ELECTRONIC QUOTES**.
3. Click on **Opportunity Board**.
4. Click on the tab **“Pre-Qualification”**.
5. Search for the desired **Pre-Qualification opportunity** (for example, by opportunity number).
6. Click on the link **“Subscribe”** (icon/figure ) and confirm your participation.
7. On the next screen, click the button **“Prepare Bid”**.

https://www.petronect.com.br/pt/qa/km/docs/occsbrcontent/Site_Content/Leqacv/Portal2018/pt/taxa-de-acesso.html

DEMONSTRATION VIDEO
(in slide show mode)

COLLABORATION ROOM – CHECK OUT THE MAIN CHANGES!

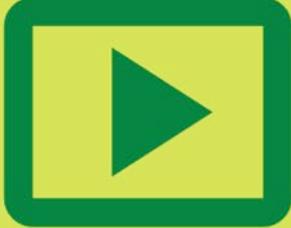
Main Changes	Old Collaboration Room	New Collaboration Room
"Collaboration Room" menu	The access to the Collaboration Room through the submenu "Collaboration Room" has been disabled.	Now, access must be done through the menu "Electronic Quotes" > "Opportunity board."
"Collaboration Room Report" button	In this case, the access to the report should be done via "Collaboration Room Report" button available in "Electronic Quotes" > "Opportunity Board". The button appears after clicking on the desired opportunity.	The button "Collaboration Room Report" is available within the collaboration room of every opportunity.
Opportunity buyer	The name and the buyer's login are visible only in Collaboration rooms of the old opportunities.	To ensure the impartiality of the process, the name of the contracting company will be displayed in the "Created By" column.
Recipients of messages and	The buyer's name is selected by default to receive messages	When sending messages and attachments, New Room provides

To complete your application for the Pre-qualification opportunity, the supplier must submit their assessment questionnaire. To do this, you must enter your username and password on the website www.petronect.com.br, following the step-by-step instructions below:

1. Click on **ELECTRONIC QUOTES** then on **Opportunity Board**.
2. In the "My Participations" tab, search for the desired Pre-qualification opportunity (for example, by opportunity number).
3. Click on the link **Edit Bid** (icon/figure).
4. In the new window that will open, click on the "Questionnaires" tab, then on the "Answer" button to attach the documents for each required requirement.
(to be continued)

Fornecedor: (TESTE) EMPRESA TESTE CRC
CNPJ: 85646782000193

Technical	✘
Reference Letter	✘
Reference Letter	✘ <input type="button" value="Edit"/>
Technical Validation	✘
Complementary Technical Qualification	✘ <input type="button" value="Edit"/>



DEMONSTRATION VIDEO

(in slide show mode)

Close

5. Click on the “Edit” button of the requirement to attach the desired documents.
6. Click on the “Attachments” link. In the window that will open, click on the “Load” button to attach the documents.
Note: In the “Complementary Technical Qualification” requirement, after attaching the documents, you will need to click on the “Confirm” button.
7. Close the questionnaire window by clicking the “Close” button.
8. Finally, send your questionnaire by clicking the “Send” button and confirm your submission.

