**Attachment №1**

To Instructions to the Bidder

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| Information about the Tender  |
| **I. General information.** |
| * 1. Tender organizer
 | LUKOIL Neftohim Burgas AD |
| * 1. Site
 | The production site of LUKOIL Neftohim Burgas AD: |
| * 1. Number of tender
 | Tender № **160017** |
| * 1. Subject of tender
 | Delivery of 3 pcs of compensators and of 1 pcs silencer for compressor K-7002 LOT 1 Delivery of 3 pcs of compensatorsLOT 2 Delivery of 1 pcs silencer for compressor K-7002 **Each bidder shall prepare and present a tender bid on LOT 1 and LOT 2 individually.****It is allowed to submit a proposal for each one lot individually.** |
| * 1. Type of tender
 | Оpen, two-stage tender with conducting a bidding |
| **II. Minimum qualification requirements to the Bidder to be allowed to participate in the tender.****For LOT 1** |
| 2.1. Conformity with quality control requirements (ISO 9001). | A valid certificate shall be provided for quality management system ISO 9001 of the manufacturer. |
| 2.2. Technical compliance of the proposal. | Compliance of technical parameters of the technical inquiry |
| 2.3. Previous experience of Bidder | Bidder shall submit information about at least 1 (one) completed contract, similar in its nature and complexity, for the manufacture or delivery of the subject to the tender  in the refining or chemical or polymer industry, signed for the last 5 (five) years. |
| Criteria for compliance with the minimum requirements from section ІІ: |
| The Bidder covers independently all the requirements | YES |
| **Important: Bidders who are subcontractors to another bidder or have intention to establish such relations in the course of service performance are not admitted to tender procedure.****A legal entity or its subcontractor and / or their employees, participated in the preparation of the project documentation subject to the tender, will not be allowed to participate in the tender.****Above –mentioned conditions are specified at the offers evaluation stage and in the course of works performance.** |
| **For LOT 2** |
| 2.1. Conformity with quality control requirements (ISO 9001). | A valid certificate shall be provided for quality management system ISO 9001 of the manufacturer. |
| 2.2. Technical compliance of the proposal. | Compliance of technical parameters of the technical inquiry |
| 2.3. Previous experience of Bidder | Bidder shall submit information about at least 1 (one) completed contract, similar in its nature and complexity, for the manufacture or delivery of the subject to the tender   in the refining or chemical or polymer industry, signed for the last 5 (five) years. |
| Criteria for compliance with the minimum requirements from section ІІ: |
| The Bidder covers independently all the requirements | YES |
| **Important: Bidders who are subcontractors to another bidder or have intention to establish such relations in the course of service performance are not admitted to tender procedure.** **A legal entity or its subcontractor and / or their employees, participated in the preparation of the project documentation subject to the tender, will not be allowed to participate in the tender.****Above –mentioned conditions are specified at the offers evaluation stage and in the course of works performance.** |
| **III. Time frames for the individual stages in conducting the tender.** |
| 3.1. Deadline for submitting the Applications for participation in ATCS (Automated Tender Conduction System) | 30.10.2020 |
| 3.2. Deadline for Request for bid clarification by the Bidder (Form 11) in ATCS  | 05.11.2020 |
| 3.3. Deadline for accepting the bids in ATCS | 10.11.2020 |
| **IV. Address and contact information.** |
| 4.1. Address (e-mail) for electronic correspondence | According to ATCS\* |
| **V. Preparation of the Bid.** |
| 5.1. Language of the bid and for correspondence | Bulgarian and / or English. |
| * 1. Currency
 | **EUR** |
| * 1. Bid validity
 | The period of validity of the bids shall be at least 90 (ninety) calendar days as of the final date for receiving the bids. |
| **VI. Accepting and opening the tender bids.** |
| 6.1. Filing the bids | The bids are filed and accepted only in ATCS. |
| 6.2. Bidders’ participation in opening the bids | YES |
| **VII. Bid structure.** |
| **Envelope А (Теchnical part):** |
| 1. List of documents in envelope А; **Form 9 –As per the requirements of ATCS.**
 |
| 1. Qualification requirements; **Form 1 – As per the requirements of ATCS.**
 |
| 1. Tender bid (Accompanying letter to the tender bid);

**Form 2 – As per the requirements of ATCS.** |
| 1. Теchnical bid; **Form 3 – As per the requirements of ATCS.**
 |
| 1. Schedule of supplies; **Form 5 – As per the requirements of ATCS.**
 |
| 1. Guarantee for participation in a tender (Bid Bond) **– *for this tender it is not required.***
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| 1. Guarantee by the head office **–** ***for this tender it is not required.***
 |
| 1. Questionnaire for the business partner – ***for this tender it is not required.***
 |
| 1. Documents confirming the relationship between the Bidder and its subcontractors (official documents for the relations with the subcontractor / s for the particular tender), involved in the performance of the works / provision of services / making deliveries being the subject to the tender, including copies of licenses, certificates and other permitting documents of the subcontractors. – *for this tender it is not required*. – As per the requirements of **ATCS** – ***for this tender it is not required.***
 |
| 1. Copies of licenses, certificates and other permits, necessary for the supply of goods being the subject of the tender – Form 1 – **As per the requirements of ATCS*.***
 |
| 1. Original Power of attorney, issued by the person, having signed the Title page (**Form 6**) – As per the requirements of TPAS, giving permission to such person (in the cases when such person is not the head of the company) to undertake obligations on behalf of the Bidder – Section “Price Bid“; **Form 6 – As per the requirements of ATCS**.
 |
| 1. Copy of the Certificate of Registration of the Bidder as a legal entity – **Form 1 – As per the requirements of ATCS**.
 |
| 1. Copy of the financial statements for the last 3 three (three) years, certified by the Bidder, Balance Sheet, Profit and Loss Account, a statement of cash flows, an auditor’s opinion and a breakdown of the receivables and payables – ***for this tender it is not required.***
 |
| 1. Certificate by the Registry Agency that the Bidder has not been declared bankrupt and no insolvency proceedings have begun against it – . **Form 1 – As per the requirements of ATCS**.
 |
| 1. Certificate by the Registry Agency that the Bidder has not been declared in liquidation and no liquidation proceedings have begun against it. – - **Form 1 – As per the requirements of ATCS**.
 |
| 1. Electronic version of all the documents in Envelope В in PDF format (saved/stored on an electronic carrier, flash memory and / or a CD that is placed in Envelope А) ***– for this tender it is not required.***
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| **Envelope** (**Bid Bond**)**:** |
| 1. Guarantee for participation in tender (Bid Bond) – original – ***for this tender it is not required.***
 |
| **Envelope В (Commercial Part):** |
| 1. List of documents in Envelope В**; Form 9 *–* As per the requirements of ATCS –т.1.5.1.**
 |
| 1. Title (Cover) page; **Form 6 –As per the requirements of ATCS.**
 |
| 1. Commercial (price) bid; **Form 7 *–* As per the requirements of ATCS**
 |
| 1. Electronic version of all the documents in Envelope В in PDF format, MS Word, Excel Formats (saved/stored on an electronic carrier, flash memory and / or a CD that is placed in Envelope В) – ***for this tender it is not required.***
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\* ATCS (Automated Tender Conduction System)