

Information about the tender

I. General Information	
1.1. Tender Organizer	“LUKOIL Neftohim Burgas” AD
1.2. Site	All Units subject to chemical treatment
1.3. Tender Number	Tender № 160654
1.4. Tender Subject	LOT 1 - Supply of inhibitors and services for chemical treatment of Units at "LUKOIL Neftohim Burgas" AD for a period of 3 (three) years; LOT 2 - Supply of inhibitors and service for treatment of water of the steam-generation systems in the process units in LUKOIL Neftohim Burgas AD for a period of 3 (three) years.
1.5. Tender Type	Open, two-stage with bidding
II. Minimum qualification requirements to Bidder to allow its participation in the tender	
2.1. Compliance with requirements for quality control (ISO 9001)	Bidder shall present a valid certificate for quality management system ISO 9001 of manufacturer.
2.2. Compliance with the requirements of the Technical Inquiry.	Full compliance with the technical parameters of the Technical Inquiry.
2.3. The Bidder has considered the draft Contract and confirms the acceptance of the form, structure and contents of the Contract prepared by LUKOIL Neftohim Burgas AD	Declaration that the Bidder accepts to sign the Contract, in case he is the Winner of the tender.
Criteria for meeting the minimum requirements under section II:	
Bidder alone covers all 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. Above –mentioned conditions are specified at the offers evaluation stage and in the course of works performance.	
III. Deadlines of the tender stages	
3.1. Deadline to apply for participation in ATCS *	21.12.2020
3.2. Deadline for Request for Clarifications (Form 11) by Bidder	08.01.2020
3.3. Deadline for receipt of Bids in ATCS	11.01.2021
IV. Address and contact details	
4.1. E-mail address	As per ATCS
V. Preparation of the Bid	
5.1. Language of the Bid and communication language	English
5.2. Currency	EUR

5.3. Bid validity period	The validity period of the Bids shall be minimum 90 (ninety) calendar days, counting from the deadline for receipt of Bids.
VI. Receipt and opening of the Bids	
6.1. Submission of Bids	Bids shall be submitted and accepted via the <u>ATCS*</u> only
6.2. Attendance of the Bidders during the opening of the Commercial Part of the Bids	YES
VII. Structure of the Bid	
Envelope A (Technical Part):	
1. List of the documents in Envelope A; Form 9 -In accordance with the requirements of ATCS.	
2. Qualification requirements; Form 1 - In accordance with the requirements of ATCS.	
3. Tender Bid (cover letter to the tender bid); Form 2 - In accordance with the requirements of ATCS.	
4. Technical proposal; Form 3 - In accordance with the requirements of ATCS.	
5. Schedule of deliveries, Form 5 - In accordance with the requirements of ATCS.	
6. Guarantee for participation in a tender (Bid Bond) – <i>not required for this tender.</i>	
7. Guarantee by the Head Office - not required for this tender.	
8. Business Partner Questionnaire - <i>not required for this tender.</i>	
9. Documents proving the relations between the Bidder and its subcontractors (official documents on the relationship with contractor/s for the specific tender) involved for the rendering of services/ performance of deliveries, which are the subject of the Tender, including copies of licenses, certificates and other permitting documents of the subcontractors - <i>not required for this tender.</i>	
10. Copies of licenses, certificates and permits necessary for the supply of goods, subject matter of the tender - <i>not required for this tender.</i>	
11. Original power of attorney issued to the person who has signed the Cover Sheet (Form 6) - In accordance with the requirements of ATCS, authorizing such a person (if he/she is not the company manager) to assume obligations on behalf of the Bidder – Section “Price Bid” - In accordance with the requirements of ATCS.	
12. Copy of the Bidder’s certificate of registration as a legal entity; Form 1 - In accordance with the requirements of ATCS.	
13. Copy of financial statements for the past 3 (three) years, certified by the Bidder, balance sheet, profit and loss account, cash flow statement, audit statement and the breakdown of accounts receivable and payable – <i>not required for this tender.</i>	
14. Certificate by the Registry Agency that Bidder has not been declared bankrupt and is not subject to bankruptcy proceedings; Form 1 - In accordance with the requirements of ATCS.	
15. Certificate by the Registry Agency that Bidder has not been declared wind-up and is not subject to wind-up proceedings; Form 1 - In accordance with the requirements of ATCS.	
16. Electronic version of all documents in Envelope A in PDF format (recorded on electronic media flash drive and/or compact disc to be placed in Envelope A) – <i>not required for this tender.</i>	
Envelope (Tender Guarantee)	
1. Guarantee for participation in a tender (Bid Bond) – <i>not required for this tender.</i>	
Envelope B (Commercial Part)	

1.	List of the documents in the Commercial Part; Form 9 -In accordance with the requirements of ATCS. Section "Price Bid".
2.	Cover Sheet; Form 6 - In accordance with the requirements of ATCS. Section "Price Bid".
3.	Commercial (price) proposal; Form 7 - In accordance with the requirements of ATCS. Section "Price Bid".
4.	Electronic version of all documents in Envelope B in PDF, MS Word, Excel format (recorded on electronic media flash drive and/or compact disc to be placed in Envelope B) - <i>not required for this tender.</i>

*ATCS – automated tender conduction system