**Attachment №1**

to Instructions to Bidder

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| Information about the tender | |
| **I. General Information** | |
| * 1. Tender Organizer | “LUKOIL Neftohim Burgas” AD |
| * 1. Site | Energy and Polypropylene Complex |
| * 1. Tender Number | Tender № 157788 |
| * 1. Tender Subject | Supply of Flocculant for processing 240 000 m3  oil and biological sludge mixture for a period of 3 (three) years |
| * 1. Tender Type | Open, two-stage with bidding |
| **II. Minimum qualification requirements to Bidder to allow its participation in the tender** | |
| * 1. Compliance with requirements for quality control (ISO 9001) | Bidder shall present a valid certificate for quality management system ISO 9001 of Manufacturer. |
| * 1. Compliance with the requirements of the Technical Inquiry. | Full compliance with the technical parameters of the Technical Inquiry. |
| * 1. Industrial tests in LNB | The product offered has been successfully tested in LNB |
| Criteria for meeting the minimum requirements under section ІІ: | |
| 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 \* | 01.12.2020 |
| 3.2. Deadline for Request for Clarifications (Form 11) by Bidder | 04.12.2020 |
| 3.3. Deadline for receiving sample | within 20 calendar days after the tender is announced |
| 3.4. Deadline for receipt of Bids in ATCS | 06.12.2020 |
| **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 |
| * 1. Currency | EUR |
| * 1. 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 ATCS\* only |
| 6.2. Attendance of the Bidders during the opening of the Commercial Part of the Bids | YES |
| **VII. Structure of the Bid** | |
| **Envelope А (Technical Part):** | |
| 1. List of the documents in Envelope А; Form 9 -In accordance with the requirements of ATCS. | |
| 1. Qualification requirements; Form 1 - In accordance with the requirements of ATCS. | |
| 1. Tender Bid (cover letter to the tender bid);   Form 2 - In accordance with the requirements of ATCS. | |
| 1. Technical proposal; Form 3 - In accordance with the requirements of ATCS. | |
| 1. Schedule of deliveries, Form 5 - In accordance with the requirements of ATCS. | |
| 1. Guarantee for participation in a tender (Bid Bond) – ***not required for this tender***. | |
| 1. Guarantee by the Head Office **-** not required for this tender*.* | |
| 1. Business Partner Questionnaire - ***not required for this tender***. | |
| 1. 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 *-* ***not required for this tender***. | |
| 1. Copies of licenses, certificates and permits necessary for the supply of goods, subject matter of the tender - ***not required for this tender***. | |
| 1. 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. | |
| 1. Copy of the Bidder’s certificate of registration as a legal entity; Form 1 - In accordance with the requirements of ATCS. | |
| 1. 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 – ***not required for this tender***. | |
| 1. 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. | |
| 1. 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. | |
| 1. 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) – ***not required for this tender.*** | |
| **Envelope**  (**Tender Guarantee**) | |
| 1. Guarantee for participation in a tender (Bid Bond) – ***not required for this tender***. | |
| **Envelope В (Commercial Part)** | |
| 1. List of the documents in the Commercial Part; Form 9 -In accordance with the requirements of ATCS. Section "Price Bid". | |
| 1. Cover Sheet; Form 6 - In accordance with the requirements of ATCS. Section "Price Bid". | |
| 1. Commercial (price) proposal; Form 7 - In accordance with the requirements of ATCS. Section "Price Bid". | |
| 1. 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 В) - ***not required for this tender***. | |

\*ATCS – automated tender conduction system