**Attachment №1**

to Instructions for Bidder

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| Information about the tender | |
| **I. General information.** | |
| * 1. Tender Organizer | LUKOIL Neftohim Burgas AD |
| * 1. Site | Production site of LUKOIL Neftohim Burgas AD |
| * 1. Number of the tender | Tender №150165 |
| * 1. Subject of the tender | Supply and installation of UPS system of instrument consumers in VD-2 Unit |
| * 1. Type of tender | Open, two-stage with bidding |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** | |
| **LOT 1: Supply and installation supervision of frequency regulators and filters set – 4 pcs.** | |
| 2.1. Technical compliance of the proposal. | To correspond completely with the requirements of the Technical Inquiry. |
| 2.2. Compliance with requirements for control of quality (ISO 9001), Noise power levels (ISO 3746) and environment (ISO 14001). | A valid certificate shall be provided for quality management system (ISO 9001), noise power levels (ISO 3746) and environment (ISO 14001) of the Manufacturer. |
| 2.5. Requirement to manufacturer. | The UPS offered by Bidder to be by the specified approved manufacturers only: AEG, Vertiv, Benning. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder, jointly with the subcontractor/s, cover all requirements | YES  - Bidder has to produce official documents about its relationships with subcontractor/s for the specific tender;  - Bidder has to fill in the details of subcontractor/s, as per Form 1; |
| Bidder, together with a consortium/company, under Law on Obligations and Contracts, cover all requirements | YES  - Bidder has to produce official documents for partnership/agreement and head office control (if any);  - Bidder has to fill in the relevant information about the partners (each one individually) and the head office (if any) in Form 1, in accordance with the requirements of ATCS. |
| **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.  The above mentioned conditions are established at the stage of offers evaluation and in the course of the works realization. | |
| **III. Periods for the separate tender conduction stages.** | |
| 3.1. Final date for filing for participation in ATCS. | 17.06.2020 |
| 3.2. Final date of Request for Clarifications by Bidder (Form 11) in ATCS. | 19.06.2020 |
| 3.3. Final date for acceptance of proposals in ATCS. | 02.07.2020 |
| **IV. Address and contact information.** | |
| 4.1. E-mail | as per ATCS \* |
| **V. Proposal preparation.** | |
| 5.1. Proposal and correspondence language | Bulgarian language and/or English language |
| * 1. Currency | **EUR** |
| * 1. Proposal validity | Proposal validity period is at least 90 calendar days as of the final proposal receipt period. |
| **VI. Tender proposal acceptance and opening.** | |
| 6.1. Proposal submission | Proposal shall be submitted and accepted only in ATCS. |
| 6.2. Participation of Bidders in the opening of the commercial parts of the proposals | YES |
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| **VII. Proposal structure.** | |
| **Envelope А (Technical part):** | |
| 1. List of the 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 proposal (cover letter to the tender proposal); **Form 2 – As per the requirements of ATCS**. | |
| 1. Technical proposal; **Form 3 – As per the requirements of ATCS.** | |
| 1. Schedule of deliveries/ Provision of services; **Form 5 – As per the requirements of ATCS**. | |
| 1. Bid Bond – ***not required for this tender****.* | |
| 1. Guarantee from the Head Office **–** ***not required for this tender****.* | |
| 1. Questionnaire to a business partner **– *not required for this tender****.* | |
| 1. Documents confirming the relationship between Bidder and its subcontractors (formal documents on the relationship with a subcontractor/s for the particular tender) involved in the performance of the works / provision of services / deliveries which are subject of the tender, including copies of licenses, certificates and other permit documents of the subcontractors – **According to the requirements of ATCS.** | |
| 1. Copies of licenses, certificates and permits required for the deliveries of goods which are subject of the tender, **Form 1 – As per the requirements of ATCS.** | |
| 1. An original Power of Attorney issued to the person which has signed Title Page (**Form 6**) – as per the requirements of ATCS and permitting such person (in cases when it is not company’s manager) to undertake obligations on behalf of Bidder – Price Proposal Section, **Form 6 – As per the requirements of ATCS**. | |
| 1. A copy of Bidder’s registration certificate as a legal body, **Form 1 – As per the requirements of ATCS**. | |
| 1. A copy of the financial statements for the last 3 (three) years certified by Bidder, balance sheet, revenue and cost statement, cash flow statement, audit statement and breakdown of receivables and amount due – ***not required for this tender****.* | |
| 1. A certificate by Registry Agency that Bidder has not been declared bankrupt and no bankruptcy proceedings have been opened against it, **Form 1 – As per the requirements of ATCS**. | |
| 1. A certificate by Registry Agency that Bidder has not been declared to be in liquidation and that no liquidation proceedings have been opened against it, **Form 1 – As per the requirements of ATCS**. | |
| 1. An electronic version of all documents in Envelope A in PDF format (uploaded on an electronic media memory stick and/or CD which shall be put in Envelope А) *–* ***not required for this tender****.* | |
| **Envelope (Bid Bond**)**:** | |
| 1. Bid Bond – original – ***not required for this tender.*** | |
| **Envelope В (Commercial part):** | |
| 1. List of the documents in Envelope В; **Form 9 *–* As per the requirements of ATCS**.   Price Proposal Section | |
| 1. Title Page; **Form 6 –As per the requirements of ATCS**.   Price Proposal Section | |
| 1. Commercial (price) proposal; **Form 7 *–* As per the requirements of ATCS**.   Price Proposal Section | |
| 1. An electronic version of all documents in Envelope В in PDF, MS Word, Excel formats (uploaded on an electronic media memory stick and/or CD which shall be attached to/put in Envelope В) ***not required for this tender****.* | |

\* ATCS – Automated Tender Conduction System