**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
 | “LUKOIL Neftohim Burgas” AD |
| * 1. Tender Number
 | 149612 |
| * 1. Tender Subject
 | Services for Carbon Audit Conducting |
| * 1. Tender Type
 | Open, two-stage |
| **II. Minimum qualification requirements to Bidder to allow its participation in the tender** |
| * 1. Permit documents (valid certificates, licenses, registrations, etc. for carrying out the activities subject-matter of the tender), incl. of subcontractors.
 | Declaration that the activities for implementation of the Carbon Audit Services are in compliance with the legislation in force in the Republic of Bulgaria and the EU in the field of combating climate change, namely:DIRECTIVE 2003/87 / EU, DIRECTIVE 2009/29 / EC, DIRECTIVE 2009/30 / EC, DIRECTIVE (EU) 2018/2001, the resulting by-laws and the Bulgarian regulations transposing them. |
| * 1. Experience
 | Applicant's experience in performing such services in refineries / petrochemical undertakings and / or undertakings falling within the scope of the European Emissions Trading Scheme (ETS) pursuant to DIRECTIVE 2003/87 / EC. |
| * 1. Time period for execution of the Service
 | The time period for execution of the Carbon Audit Services is by 31.12.2020.The deadline for preparation of a Report for the completed Carbon Audit is 30 calendar days from the date of bilateral signing of the Protocol for completion of the audit.  |
| * 1. Acceptance of the proposed draft contract.
 | YES |
| Criteria for meeting the minimum requirements under section ІІ: |
| Bidder, jointly with the subcontractor/s, cover all requirements  | YES- Bidder submits official documents of the relationship with subcontractor/s for this specific tender. |
| **WARNING!**Bidders that are subcontractors of any other bidder or intend to establish such relationships in the course of service performance are not allowed to take part in the tender. The above terms shall be verified at the stage of Bids evaluation and in the course of works performance. |
| **III. Deadlines of the tender stages** |
| 3.1. Deadline to apply for participation in ATCS \* | 08.07.2020 г. |
| 3.2. Deadline for Request for Clarifications (Form 11 of ATCS) by Bidder | 23.07.2020 г. |
| 3.3. Deadline for receipt of Bids in ATCS | 28.07.2020 г. |
| **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 | Bulgarian and/or 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.
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| 1. Qualification requirements; Form 1, in accordance with the requirements of ATCS.
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| 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 /performance of works/rendering of services, Form 5, in accordance with the requirements of ATCS.
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| 1. Guarantee by the Head Office – not applicable
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| 1. Business Partner Questionnaire - not applicable
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| 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; Form 1, in accordance with the requirements of ATCS..
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| 1. Copies of licenses, certificates and permits necessary for the supply of goods/performance of works/rendering of services, subject matter of the tender; Form 1, in accordance with the requirements of ATCS.
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| 1. Original power of attorney issued to the person who has signed the Cover Sheet (Form 6), authorizing such a person (if he/she is not the company manager) to assume obligations on behalf of the Bidder
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| 1. Copy of the Bidder’s certificate of registration as a legal entity and/or Copy of the consortium agreement, if any; Form 1, in accordance with the requirements of ATCS
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| 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 applicable.
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| 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.
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| 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.
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| 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 applicable.
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| Note: If Bidder is a consortium-member, the documents referred to in p. 9, 10, 11, 13, 14, 15, 16 here above shall be submitted for each member individually. The documents under the remaining points 1, 2, 3, 4, 5, 6, 7, 8 and 12 shall be provided by the Head Office, on behalf of all consortium members. |
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| **Envelope В (Commercial Part)**  |
| 1. List of the documents in Envelope B; Form 9, in accordance with the requirements of ATCS.
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| 1. Cover Sheet; Form 6, in accordance with the requirements of ATCS.
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| 1. Commercial (price) proposal; Form 7, in accordance with the requirements of ATCS.
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| 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 B) – not applicable.
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\*ATCS – automated tender conduction system