

## INSTRUCTIONS TO BIDDER IN THE COMPETITIVE PROCUREMENT PROCEDURE

1. The Instructions to Bidder in the Competitive Procurement Procedure (CPP) are an integral part of the Competitive documentation.
2. All expenses related to the preparation and submission of the Competitive proposal shall be paid by the Bidder.
3. LUKOIL Neftohim Burgas AD (hereinafter referred to as “CPP Organizer”) shall not be responsible and does not undertake any obligation to cover any expenses, irrespective of the nature (form) of the Competitive Procurement Procedure and its outcome.
4. The CPP Organizer shall provide to Bidder these Instructions and other CPP documents required for the preparation of the Competitive proposal in compliance with the CPP Organizer’s requirements and the conditions as specified in the Competitive documentation.
5. The Bidder in the CPP agrees to treat the information contained in the Competitive documentation as confidential and to avoid disclosing it to any third parties. All communication under the CPP shall also be treated as confidential.
6. The CPP Organizer assumes that Bidder shall have the obligation to study all conditions and requirements contained in the Competitive documentation provided to it for that purpose.
7. A Competitive proposal not meeting the technical requirements shall not qualify for ranking.
8. The Bidder may ask the CPP Organizer to clarify some of the Competitive documentation requirements. Any communication exchanged in relation to any specific issue shall be done via the “Questions and Answers” Section of the Negometrix system only.

The CPP Organizer shall reply to every single question of the Bidder, which has been received no later than 5 (five) working days before the deadline for submission of Competitive proposals as set out in the CPP Schedule.

In such case, a copy of the reply of common (general) nature for the individual bidders, shall be sent to all bidders, without specifying the Bidder which had sent said inquiry.

**IMPORTANT: The CPP Organizer is not obliged to reply to any inquiries (questions) submitted out of the Negometrix system.**

9. The CPP Organizer has the right to make amendments to the Competitive documentation at any time before the Competitive proposals submission deadline, and in such case he will extend the period for submission of Competitive proposals.
10. Bidder shall meet the minimum qualification and other requirements of the Competitive documentation.
11. The CPP Organizer shall protect the confidentiality of the information contained in the Competitive proposal.

12. The CPP Organizer has the right to:

- disqualify any Competitive proposal not meeting the requirements of the Competitive documentation and/or other requirements from participating in the CPP;
- cancel the CPP at any of its stages, including the stage after the selection of CPP winner, but before signing the contract;
- not provide to the Bidders any arguments to substantiate any of the decisions taken under the CPP.

13. Requirements to Competitive proposal structure:

The Competitive proposal shall be prepared in an electronic form and shall be structured in accordance with the requirements set out by the Organizer in the Negometrix system.

The submitted proposals (in \*.pdf format) shall be signed by an authorized person, representing the company, and shall have the company seal affixed. The proposals shall include all required information as set out in the Competitive documentation.

14. By submitting its Competitive proposal, Bidder acknowledges that it is well aware of, understands and fully accepts all conditions and requirements of the Competitive documentation, including the draft contract (if attached).

15. Submission of the Competitive proposal

The Competitive proposal shall be submitted before the final deadline set out in the CPP Schedule. Bidder will not be able to submit its proposal after this deadline expires.

16. The Competitive proposal shall be submitted to the Organizer via the Negometrix system.

**IMPORTANT: If Bidder submits its Competitive proposal by e-mail (or otherwise) Organizer shall deem such proposal as “unreceived”.**

17. No amendments to the Competitive proposal at the initiative of Bidder are allowed after the proposal submission deadline.

18. The CPP Organizer may request the Bidder to extend the period of validity of their Competitive proposal and Bidder may accept such request for extending the proposal validity term.

19. The CPP Organizer has the right to request the Bidders to provide clarifications on their Competitive proposals.

20. The CPP winner shall have the right to sign a contract with the Client LUKOIL Neftohim Burgas AD under the terms and conditions provided in its Competitive proposal and the Client’s Competitive documentation.

## DETAILS

№	PARAMETERS	
<b>1.</b>	<b>Number</b>	K-2020-0105
	<b>Subject</b>	delivery of spare parts for electrical heating system
<b>2.</b>	<b>Minimum Qualification Requirements:</b>	
	Technical compliance of the Bid.	
<b>3.</b>	<b>Language of the proposal and communication language:</b> БГ/EN	
	<b>Currency of the proposal:</b> EUR	
<b>4.</b>	<b>Time Frame (DMY format):</b>	
	Deadline for request for clarifications: 20.3.2020	
	Deadline for receipt of proposals via the ATCS: 30.3.2020	
<b>5.</b>	<b>General requirements:</b>	
	E-mail address for electronic communication: In accordance with the requirements of ATCS.	
	Validity of the proposal: The validity period of the proposals shall be minimum 90 (say: ninety) calendar days, counting from the deadline for receipt of proposals.	
	Submission of proposals: Proposals shall be submitted and received via ATCS only.	
<b>6.</b>	<b>Proposal Structure:</b>	
	Technical Part:	
	1. Technical proposal.	
	2. Delivery period.	
	3. ISO 9001 Certificate of the Bidder.	
	4. Copy of the Bidder's certificate of registration as a legal entity.	
	5. Certificate of legal existence of the bidding company.	
	6. Power of Attorney of the person who signed the Bid, if the Bid is not signed by the company's manager.	
	Commercial Part:	
	1. Commercial (price) proposal.	
<b>7.</b>	<b>Appendices:</b>	
	Instructions to Bidder	

ATCS – Automated tender conduction system