**Appendix No. 2**

|  |  |
| --- | --- |
| TENDER INFORMATION | |
| 1. **General information** | |
| * 1. Tender Organizer | LUKOIL Neftohim Burgas AD |
| * 1. Company (Customer) | LUKOIL Neftohim Burgas AD |
| * 1. Project/ asset name | Technical operation of electrical installations and electrical equipment in LUKOIL Neftohim Burgas AD 2023 ÷ 2027 |
| * 1. Tender number | 205143 (ref. № 36.TK.TND.LNB.2022) |
| * 1. Tender subject | Technical operation of electrical installations and electrical equipment in LUKOIL Neftohim Burgas AD |
| * 1. Type of tender | Single-stage dual-submission with reverse auction |
| * 1. Governing Law | Bulgarian law |
| * 1. Contract Area | Bulgaria |
| 1. **Minimum qualification requirements** | |
| * 1. Average annual turnover for the last 3 years (2019-2021) | Not less than BGN 3 000 000,00 |
| * 1. Previous experience | The Bidder shall have experience in the successful execution of activities for the maintenance and repair of electrical equipment in power plants, chemical plants or electricity distribution companies – at least one contract completed within the past 5-year period |
| * 1. Compliance with the requirements for quality (ISO 9001), environment (ISO 14001) control and safety at work (ISO 45001) | The Bidder shall have valid to moment of submitting the offer and shall maintain within the validity of the contract certificates for quality management (ISО 9001), environment management (ISО 14001) and for health and safety at work (ISO 45001). |
| * 1. Permit documents (valid certificates, licenses, registrations and the like for carrying out the activities subject to the tender) | Bidder / Subcontractor holds:  - a valid certificate from the Bulgarian Accreditation Service /control body of type A or C/ to implement and carry out control (BDS EN ISO/IEC 17020) of electrical systems and equipment up to and above 1000V;  - legal capacity to carry out inspections and keep documentation in accordance with Regulation (EU) No. 517/2014 and Regulation (EU) No. 2015/2067;  - legal capacity to maintain and repair elevator systems. |
| * 1. Competence and qualification of personnel | - Engineering and technical staff with a higher electrotechnical education and more than 5 years of experience in the maintenance and repair of electrical equipment in power plants, chemical plants or electricity distribution companies, having 5 qual. Group as per the “Regulations for safety and health when working in electrical systems of electrical and thermal power plants and on electrical grids” (RSHWESETPPEG), authorized to be leader in charge under work permits - minimum 5 (five)  - Executive personnel with secondary vocational education in electricity as a minimum and over 2 years of experience in the specialty, having at least 3 qual. group as per RSHWESETPPEG - minimum 20 (twenty)  - Qualified certified specialists in configuration, adjustment and maintenance of relay protection, industrial electronics, automation and control - minimum 2 (two)  - Site HSE official - an engineer who has completed a specialized training course and annual training, and holds a certificate for a safety and health official as per Regulation No. RD-07-2 of 16.12.2009 - minimum 1 (one) |
| * 1. Submission of the Bid Bond In the amount 100 000,00 BGN | Yes |
| * 1. Conflict of interest due to dual participation in the subject of the tender during the tender (as a Bidder and as a subcontractor of another Bidder) | Yes - the bidder dually involved, which leads to a conflict of interest  No - the bidder is not dually involved or its dual involvement does not lead to a conflict of interest |
| * 1. Bidder covers (fulfills) the requirements for industrial safety, labor and environmental protection based on successful coverage (50% +1 positive answers) of the qualification questionnaire for industrial safety, labor protection and environmental protection | Yes |
| * 1. Bidder accepts the execution of the activities of technical operation of electrical devices and electrical equipment with their adjacent infrastructure from 00:00 on 01.01.2023, with succession from the previous company that had performed the technical operation. | Yes |
| * 1. Compliance of Bidder’s proposal with technical requirements (Annexes of the contract,   Form 3) | Yes |
| * 1. Admission to participation | For participation are allowed bidders that declare that the execution of work by subcontractors will be not more than 30% of the work. |
| * 1. Acceptance by the Bidder of the structure and requirements of the proposed draft contract - | YES |
| 1. **Estimated Timing of Tender** | |
| 3.1. Final date for filing for participation in ATCS. | By 4.00 pm ([Eastern European Time](https://www.timeanddate.com/time/zones/eet) ),  on 11.08.2022 |
| 3.2. Final date of Request for Clarifications by Bidder (Form 11) in ATCS. | 11.09.2022 |
| 3.3. Final date for acceptance of proposals in ATCS. | By 23.00 pm ([Eastern European Time](https://www.timeanddate.com/time/zones/eet) ),  on 25.09.2022 |
| 3.4. Clarification meeting | Probably 10-20 days after the applicants have access to the tender documentation. |
| 1. **Address and contact information** | |
| * 1. E-mail addresses for electronic communications | The correspondence exchanged in a particular tender shall be carried out through “Messages” section of the Automated Tender Holding System (ATHS) https://platform.negometrix.com  The applications and documents should be signed and stamped by authorized person.  In case you need technical assistance, please refer to the contacts as per ATCS (Automated Tender Conduction System) |
| * 1. Mailing address for written communications | „LUKOIL Neftohim Burgas” AD  8104 Burgas, Bulgaria to the attention of Mr. Ilshat Sharafutdinov - Chairman of the Management Board |
| * 1. Mailing address for original bid bond | „LUKOIL Neftohim Burgas” AD  8104 Burgas, Bulgaria to the attention of Mr. Ilshat Sharafutdinov - Chairman of the Management Board |
| 1. **Bid preparation** | |
| * 1. Tender correspondence and Bid language | **English**, Bidders registered in Bulgaria can provide the documents in Both language Bulgarian and English. |
| * 1. Bid currency | BGN |
| * 1. Bid validity | Proposal validity period is at least 180 (one hundred and eighty) calendar days as of the final proposal receipt period. |
| * 1. Bid security (bid bond) timeframe | Bid Bond shall be valid during thirty (30) calendar days inclusive after the Bid validity expiry date. |
| * 1. Specifics of the taxation in the country of implementation of the project and incorporation of the Customer. | According to Bulgarian legislation. |
| * 1. The amount and currency of the Contract performance Bond | Performance bank guarantee in the amount of 5 % of the average annual maximum value of the contract in BGN. The period for the performance of the activities is 60 months from the date of contract signing. The provision of the services will be with separate assignments, the contract is a frame contract and LNB is not obliged to assign all service activities. The proposed amount of the performance guarantee will be sufficient to ensure the quality performance of the activities under the individual assignments. |
| 1. **Submission, opening and evaluation of bids** | |
| * 1. Date and place of opening of the Bids | Bid documents should be submitted in electronic form through the https://platform.negometrix.com/  Original Bid Security; Form 4 (copy uploaded through the ATCS (Automated Tender Conduction System) by due date and original couriered to the office to the following address: „LUKOIL Neftohim Burgas” AD  8104 Burgas, Bulgaria to the attention of Mr. Ilshat Sharafutdinov - Chairman of the Management Board |
| * 1. The possibility of bidders' representatives to attend the bid opening | No |
| * 1. The bidder can participate in video-calls as well as on-line participation in tenders | |
| * 1. LUKOIL Neftohim Burgas AD shall not bear any costs connected with participation of bidders in tenders. | |
| 1. **Proposal structure:** | |
| **Technical Part (with NO Price Indication):** | |
| * 1. List of the documents in Technical part: **Form 9.** | |
| * 1. Bidder’s Qualification Data; **Form 1** | |
| * 1. Bid cover letter: **Form 2** | |
| * 1. Technical proposal: **Form 3** | |
| * 1. Schedule of deliveries/ provision of services: **Form 5** | |
| * 1. Bid Bond or mortgage security: **Form 4** | |
| * 1. Parent Company's Guarantee: **Form 8** | |
| * 1. Business Partner Questionnaire: **Form 10** | |
| * 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: **Form 1** | |
| * 1. Copies of licenses, certificates and permits required for the deliveries of goods / provision of services which are subject of the tender: **Form 1** | |
| * 1. An original Power of Attorney issued to the person which has signed Title Page (**Form 6**) permitting such person (in cases when it is not company’s manager) to undertake obligations on behalf of Bidder. | |
| * 1. A copy of Bidder’s registration certificate as a legal body and/or a copy of the Consortium Agreement if Bidder is one: **Form 1.** | |
| * 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: **Form 1.** | |
| * 1. A certificate by Registry Agency or an analogous document that Bidder has not been declared bankrupt and no bankruptcy proceedings have been opened against it: **Form 1.** | |
| * 1. A certificate by Registry Agency or an analogous document that Bidder has not been declared to be in liquidation and that no liquidation proceedings have been opened against it: **Form 1.** | |
| * 1. An electronic version of all documents in Envelope A in PDF format (uploaded on an electronic media memory stick and/or CD) **– *not required for this tender****.* | |
| * 1. Certificate issued by the servicing bank on the availability, details and state of the Bidder’s bank accounts | |
| **Notes:**  If Bidder is a part of a consortium, the above documents under p. 9, 10, 11, 13, 14, 15 shall be provided for each partner separately. The documents under the rest of the points 1, 2, 3, 4, 5, 6, 8 and 12 shall be provided by the head office on behalf of all the members of the consortium. | |
| **Bid Bond:** | |
| * 1. Bid Bond – original: **Form 4.** | |
| **Commercial part:** | |
| * 1. List of the documents in Commercial part: **Form 9.** | |
| * 1. Title Page of the Bid: **Form 6.** | |
| * 1. Commercial (priced) proposal: **Form 7.** | |
| * 1. An electronic version of all documents in Commercial part in PDF, MS Word, Excel formats (uploaded on an electronic media memory stick and/or CD) ***– not required for this tender.*** | |