**Attachment №1**

to Instructions for Bidder

|  |  |
| --- | --- |
| 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 №**LNB-ID-2018-20** |
| * 1. Subject of the tender | Delivery of tube bundles including as follows:  - Tube bundle (U-shape) forЕ-3001;  - Tube bundle (with floating head) forЕ-7001;  - Tube bundle (with floating head) forЕ-2003;  - Tube bundle (with floating head) forЕ-2015;  - Tube bundle (with floating head) forЕ-2016; |
| * 1. Type of tender | Open, two-stage with bidding |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** | |
| 2.1. Conformity with quality control requirements  (ISO 9001). | A valid certificate shall be provided for quality management system ISO 9001 of the manufacturer. |
| 2.2. Technical compliance of the proposal. | It shall fully meet the technical characteristics. |
| 2.3. Acceptance of the draft contract proposed. | Unconditional acceptance of the draft contract. |
| 2.4. Previous experience of the Bidder. | The Bidder shall present information about at least 3 /three/ completed contracts of similar nature and complexity in the area of manufacture and/or delivery of the equipment included in the tender subject, which contracts need to have been concluded within the last 5 /five/years. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder covers independently all requirements. | YES |
| **III. Periods for the separate tender conduction stages.** | |
| 3.1. Final date for filing for participation in ATCS. | 12.09.2018 |
| 3.2. Final date of Request for Clarifications by Bidder (Form 11) in ATCS. | 14.09.2018 |
| 3.3. Final date for acceptance of proposals in ATCS. | 24.09.2018 |
| **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 |
| **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 and 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. –– ***not required for this tender****.* | |
| 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**.** | |
| 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