**Attachment № 1**

to Instructions for Bidder

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| Information on the Tender  |
| **I. General information** |
| * 1. Tender organizer
 | LUKOIL Neftohim Burgas AD |
| * 1. Object
 | Production Site LUKOIL Neftohim Burgas AD |
| * 1. Tender number
 | Tender № LNB-OD-2018-5 |
| * 1. Tender subject
 | Supply of 123,00 tons ± 10 % of calcium stearate – acid neutralizer for polypropylene for a period of three years |
| * 1. Type of tender
 | Open, two-stage with bidding |
| **II. Minimum qualification requirements for Bidder for admission to participation in the tender** |
| 1. Conformity with quality control requirements  (ISO 9001) | A valid certificate shall be provided for quality management system ISO 9001 of the manufacturer. |
| 2. Acceptance of the draft contract | Unconditional acceptance of the draft contract |
| Criteria for satisfaction of the minimum requirements of Section ІІ: |
| Bidder covers on its own all requirements | YES |
| **III. Periods for the separate stages of tender conduction** |
| 3.1. Final date for receipt of Applications for Participation in ASTC | 09.03.2018  |
| 3.2. Final date for Clarification Request (Form 11) by Bidder in ASTC  | 13.03.2018  |
| 3.3. Final date for proposal receipt in ASTC | 18.03.2018 |
| **IV. Address and contact information** |
| 4.1. Address (e-mail) for electronic correspondence | as per ASTC |
| **V. Bid preparation** |
| 5.1. Bid and correspondence language | Bulgarian / English language |
| * 1. Currency
 | BGN |
| * 1. Bid Validity
 | Bid validity period shall be 90 calendar days minimum as of the final date for proposal receipt. |
| **VI. Receipt and opening of tender proposals** |
| 6.1. Proposal submission | Proposal shall be submitted and accepted only in ASTC  |
| **VII. Bid structure** |
| **Envelope А (Technical Part):** |
| 1. List of Documents in the Envelope A; 1.5.1.Form 9 – As per the requirements of ASTC \*
 |
| 1. Qualification requirements; 1.1.1, 1.1.2, 1.1.3, 1.1.4, 1.1.5 Form 1 – As per the requirements of ASTC
 |
| 1. Tender Proposal (cover letter to the tender proposal); 1.2.1, 1.2.2.

Form 2 – As per the requirements of ASTC |
| 1. Technical Proposal; 1.3.1. Form 3 – As per the requirements of ASTC
 |
| 1. Delivery schedule, 1.4.1.Form 5 – As per the requirements of ASTC
 |
| 1. Guarantee for participation in the tender (Bid Bond), Form 4 – ***not required for this tender.***
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| 1. Guarantee from the Head Office, a copy of Form 8– ***not required for this tender.***
 |
| 1. Business Partner Questionnaire; Form 10 – ***not required for this tender.***
 |
| 1. Documents confirming the relations between the Bidder and its subcontractors (official documents on the relations with a subcontractor (subcontractors) for the specific tender) engaged for the performance of works / rendering of services / performing the deliveries, which are the subject of the Tender, including copies of licenses, certificates and other permitting documents of the subcontractors. – not required for this tender. – ***not required for this tender.***
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| 1. Copies of licenses, certificates and permits necessary for the deliveries of goods subject of the tender – ***not required for this tender.***
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| 1. Original power of attorney issued to the person who has signed the Title page (Form 6) – As per the requirements of ASTC, authorizing such a person (in the cases in which it is not the manager of the company) to assume obligations on behalf of the Bidder – Price Proposal Section – As per the requirements of ASTC
 |
| 1. Copy of the Bidder’s certificate of registration as a legal entity. – Form 1 – As per the requirements of ASTC
 |
| 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 opinion and the breakdown of accounts receivable and payable – ***not required for this tender.***
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| 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 ASTC
 |
| 1. A certificate by Registry Agency that Bidder is not subject to liquidation proceedings and no liquidation proceedings have been initiated against it. – Form 1 – As per the requirements of ASTC
 |
| 16.Electronic version of all documents in Envelope A in PDF (uploaded on an electronic media flash stick and/or compact disk which shall be put in Envelope А) ***– not required.*** |
| **Envelope (Bid Security**) |
| 1. Guarantee for participation in the tender (Bid Bond) – original; Form 4 - ***not required for this tender.***
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| **Envelope B (Commercial Part)**  |
| 1. List of Documents in the Envelope B; Form 9 - As per the requirements of ASTC
 |
| 1. Title Page; Form 6 - As per the requirements of ASTC
 |
| 1. Commercial (price) proposal; Form 7 - As per the requirements of ASTC
 |
| 1. Electronic version of all documents in Envelope В in PDF, MS Word, Excel formats (uploaded on an electronic media flash stick and/or compact disk which shall be put in Envelope В) ***– not required.***
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\* ASTC – Automated System for Tender Conduction