**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 №**201796** |
| * 1. Subject of the tender
 | Supply of server equipment for VDI infrastructure expansion and installation and commissioning services |
| * 1. Type of tender
 | Open, two-stage with bidding  |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** |
| 2.1. Technical compliance of the proposal. | Bidder shall submit Technical proposal in accordance with the requirements set out in Client’s tender documentation (Form 3). |
| Criteria for covering the minimum requirements of Section ІІ: |
| Bidder covers on its own all requirements. | **YES** |
| Bidder, jointly with the subcontractor/s cover all requirements. | **YES** - Bidder submits official documents of the relationship with subcontractor/s for this specific tender; - Bidder shall fill out the details about subcontractor/s, according toForm 1. |
| Bidder, together with a consortium/company under Law on Obligations and Contracts, cover all requirements | **YES** - Bidder shall present official documents on a partnership/agreement and the head office control (if any); - Bidder shall fill in the relevant information about the partners (separately for each one of them) and the head office (if any) in Form 1, as per the requirements of ATCS. |
| **Important: Bidders who are subcontractors to another bidder or have intention to establish such relations in the course of service performance are not admitted to tender procedure.** **Above –mentioned conditions are specified at the offers evaluation stage and in the course of works performance.** |
| **III. Periods for the separate tender conduction stages.** |
| 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 29.08.2022 |
| 3.2. Final date of Request for Clarifications by Bidder (Form 11) in ATCS. | 31.08.2022  |
| 3.3. Final date for acceptance of proposals in ATCS. | 07.09.2022  |
| **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.** |
| **Technical part:** |
| 1. List of the documents in Technical part: **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/ 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, **Form 6 – As per the requirements of ATCS**.
 |
| 1. A certificate of legal existence of the bidding company, **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 PDF format (uploaded on an electronic media memory stick and/or CD) *–* ***not required for this tender****.*
 |
| **Bid Bond:** |
| 1. Bid Bond – original – ***not required for this tender.***
 |
| **Commercial part:** |
| 1. List of the documents in Commercial part: **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 Commercial part in PDF, MS Word, Excel formats (uploaded on an electronic media memory stick and/or CD – ***not required for this tender****.*
 |

\* ATCS – Automated Tender Conduction System