**Attachment № 1**

To Instructions for Bidder

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| Information about the tender | |
| **I. General information.** | |
| * 1. Tender Organizer | LUKOIL Neftohim Burgas AD |
| * 1. Number of the tender | Tender № **LNB-2024-121** |
| * 1. Subject of the tender | Supply of heat exchange equipment |
| * 1. Description of the subject of the tender | Supply of 4 pcs. tube bundles;  Recommended delivery period:  - Tube bundle for heat exchanger T-1/1;  - Tube bundle for heat exchanger T-1/2;  - Tube bundle for heat exchanger T-1/4;  - Tube bundle for heat exchanger T-1/4A,  n**ot later than:** March 1st 2025  Terms of delivery: according to INCOTERMS 2020, DDP/ DAP LUKOIL Neftohim Burgas AD;  Guarantee period for the delivered equipment: not less than 24 (twenty-four) months from goods delivery date. |
| * 1. Type of tender | Open tender with bidding |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** | |
| 2.1. Technical compliance of the proposal. | The Bidder shall provide a technical proposal in accordance with the requirements set out in Client’s tender documentation - full compliance with the Technical Inquiry (type, kind, technical parameters, quantities), including as follows:  - Material execution - materials for the fabrication of the tube bundles;  - Technical parameters for the fabrication of the tube bundles - dimensions, structure, covering the requirement for the tubes (for the construction of the tube bundle) to be one-piece with dimensions as per EN 10220:2004 (EN ISO 1127:2000, respectively, and all weld seams shall be inspected and tested as per BDS EN 13445-5:2021);  **-** Bidder shall provide a declaration that the delivery of the equipment will be accompanied by all the documents described in point 4 of Form 3;  **-** Guarantee period for the delivered equipment: not less than 24 (twenty-four) months from goods delivery date. |
| 2.2. Previous experience of the Bidder. | The Bidder shall have successfully implemented minimum 3 (three) contracts of similar nature and complexity in equipment manufacture and/or delivery within the subject of the tender, concluded during the last 5 (five) years (2023, 2022, 2021, 2020 and 2019). |
| 2.3. Origin of goods. | Bidder shall indicate the origin of the goods. In case the goods originate from a country outside the European Union, Bidder shall provide a tariff customs code which will be used for verification in the register of the Customs Services. If, after the verification, it is found that the tariff customs code falls under imposed sanctions, Bidder will not be admitted to participating in the second stage of the tender. |
| 2.4. Compliance with requirements for control of quality (ISO 9001). | TheBidder shall present a valid certificate in terms of quality management system (ISO 9001) of the **Manufacturer**. |
| 2.5. Acceptance of the draft contract proposed. | Bidder confirms that Bidder accepts the form, structure and content of the contract drawn up by LUKOIL Neftohim Burgas AD. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder covers on its own all requirements. | YES |
| **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. Deadline to apply for participation. | 26.08.2024 |
| 3.2. Deadline for Request for Clarifications by Bidder (Form 11). | 29.08.2024 |
| 3.3. Deadline for receipt of proposals. | 09.09.2024 |
| 3.4. Providing a password to open the proposal | 10.09.2024 |
| **IV. Address and contact information.** | |
| 4.1. E-mail address for correspondence | [Andonov.Antoni.G@neftochim.bg](mailto:Andonov.Antoni.G@neftochim.bg) |
| **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 (ninety) calendar days as of the final proposal receipt period. |
| **VI. Tender proposal acceptance and opening.** | |
| 6.1. Proposal submission | Proposals shall be submitted/ accepted through the External File Services portal provided by the Tender Organizer. |
| 6.2. Participation of Bidders in the opening of the proposals | No |
| **VII. Proposal structure.** | |
| **Technical part:** | |
| 1. List of the documents in Technical part; **Form 9.** | |
| 1. Qualification requirements; **Form 1**. | |
| 1. Tender proposal (cover letter to the tender proposal); **Form 2**. | |
| 1. Technical proposal; **Form 3.** | |
| 1. Schedule of deliveries/ Provision of services; **Form 5**. | |
| 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.** | |
| 1. An original Power of Attorney issued to the person which has signed Title Page (**Form 6**), and permitting such person (in cases when it is not company’s manager) to undertake obligations on behalf of Bidder. | |
| 1. A certificate of legal existence of the bidding company, **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 **–** ***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**. | |
| 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**. | |
| **Note:** When the Bidder is part of a Consortium, the above-mentioned documents under items 9, 10, 11, 12, 14 and 15 are provided for each partner separately. The documents for the remaining points 1, 2, 3, 4, 5, 6, 7, 8 and 13 are provided by the head office, on behalf of all members of the consortium. | |
| **Commercial part:** | |
| 1. List of the documents in Commercial part: **Form 9**. | |
| 1. Title Page; **Form 6**. | |
| 1. Commercial (price) proposal; **Form 7**. | |