**Attachment №1**

to Instructions to Bidder

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| Information about the tender | |
| **1. General Information** | |
| * 1. Tender Organizer | „LUKOIL Neftohim Burgas” AD |
| * 1. Company (Customer) | „LUKOIL Neftohim Burgas” AD |
| * 1. Site | Burgas, Bulgaria, „LUKOIL Neftohim Burgas” AD |
| * 1. Tender number | 79.TK.TND.LNB.2024 |
| * 1. Tender subject | Repair of cable and lighting installations. |
| * 1. Delivery period: | 2024 - 2025 |
| * 1. Type of tender | Single-stage dual-submission with reverse auction |
| * 1. Governing Law | Bulgarian law |
| * 1. Contract Area | Bulgaria |
| **2. Minimum qualification requirements to Bidder to allow its participation in the tender.** | |
| 2.1. Compliance of the Technical Proposal. | Compliance of the Technical Proposal with the requirements of the Tender Documentation. (Form 3). |
| 2.2. Qualification Questionnaire on IS, LP and E. | Bidder is in compliance with the requirements for industrial safety, labour protection and environment, based on the successful coverage (50% +1 positive answers) of the Qualification Questionnaire on IS, LP and E (Form 1, p.9). |
| 2.3. Draft contract | Bidder shall accept the proposed draft contract (Form 1, р11). |
| 2.4. Previous experience. | Bidder shall have experience in the successful performance of cable and lighting installation repair activities - at least two contracts executed for the last 3 (three) years (2021-2023), with a value of the individual contract not lower than BGN 200 000 (two hundred thousand), exclusive of VAT (Form 1, p.3). |
| 2.5. Annual turnover | Bidder shall have a minimum average annual turnover for the last three years (2021-2023) not less than 1 000 000 (one million) BGN (Form 1, p.2). |
| 2.6. Valid certificates | Bidder shall have, at the time of proposal submission, a valid certificate for ISO 9001 standard for quality, for ISO 14001 standard for environmental management and for ISO 45 001 standard for health and safety at work (Form 1, p.4). |
| 2.7. Permit documents | Bidder/Subcontractor has a valid certificate from the Bulgarian Accreditation Service "body type C" for the application and implementation of control (BDS EN ISO/IEC 17020) of electrical systems and equipment up to and above 1000V (Form 1, p. 4) |
| 2.8. Personnel qualification | Bidder has its own (with an employment contract) executive electrotechnical personnel with a qualification group in accordance with "Regulations for safety and health when working in electrical systems of electrical and heating plants and on electrical networks" (RSHWESEHPEN), as follows:  - Technical team leader with an engineering and electrotechnical education with qualification group 5 as per RSHWESEHPEN with the right to also be a leader in charge of a work order – a minimum of 2 (two)  - Qualified electricians with an electrotechnical education with qualification group 3 as a minimum as per RSHWESEHPEN - a minimum of 15 (fifteen) (Form 1, point 7). |
| 2.9. Bidder’s share of participation | Bidder shall provide a declaration (free text) that the performance of the activities under the contract by subcontractors will be no more than 30% (Form 3, point 6 ). |
| 2.10. Guarantee for participation in a tender (Bid Bond) or transfer to the Organizer’s bank account | 10 000 EUR (Form 4). |
| 2.11. Business partner questionnaire (Form 10) | Compliance of the Bidder with the reliability requirements (Form 10). |
| 2.12. 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 |
| **3. Deadlines of the tender stages** | |
| 3.1. Deadline to apply for participation | 29.08.2024 |
| 3.2. Deadline for Request for Clarifications (Form 11) by Bidder | 16.09.2024 |
| 3.3. Deadline for receipt of Bids | 20.09.2024 |
| 3.4. Provision of a password to open the bid | 24.09.2024 |
| **4. Address and contact details** | |
| 4.1. E-mail address | **E-mail:** [minchev.ivan@neftochim.bg](mailto:minchev.ivan@neftochim.bg) |
| 4.2.Mailing address for written communications | „LUKOIL Neftohim Burgas” AD  8104 Burgas, Bulgaria to the attention of Mr. Evgeni Maniakhine - Chairman of the Management Board |
| 4.3.Mailing address for original bid bond | „LUKOIL Neftohim Burgas” AD  8104 Burgas, Bulgaria to the attention of Mr. Evgeni Maniakhine - Chairman of the Management Board  The amount and currency of the Bid security **10 000 EUR**  Client’s Bank Details are:  For payment in EUR:  UNICREDIT BULBANK AD,  1000 Sofia, Sveta Nedelya Sq, 7  SWIFT/ BIC: UNCRBGSF  IBAN: BG98 UNCR 7000 1520 7506 29  or The Bid Bond bank guarantee is acceptable too (according to Form 4) |
| **5. Preparation of the Bid** | |
| 5.1. Language of the Bid and communication language | English language |
| * 1. Currency. | **BGN** |
| * 1. Bid validity period. | BIDS shall be valid within 180 days following BID submission deadline as specified in the Invitation to Tender. |
| 5.4. The amount and currency of the Contract performance Bond | The Contractor, along with the signed Contract or within 15 calendar days after the date of Contract signing, shall present a Performance Bank Guarantee in the amount of 5 % of the average annual maximum contract value, rounded to thousands with a validity period of 30 (thirty) days after the date of:  - guarantee period expiry as per the period agreed in the Contract. |
| 5.5. Specifics of the taxation in the country of implementation of the project and incorporation of the Customer. | According to Bulgarian legislation. |
| **6. Receipt and opening of the Bids** | |
| 6.1. Address and contact details for bid submission | Bids shall be submitted/received through the External File Services portal provided by the Tender Organizer.  Original Bid Security; Form 4 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. Evgeni Maniakhine - Chairman of the Management Board |
| 6.2. The possibility of Bidders' representatives to attend the bid opening | No |
| 6.3. The possibility to submit comments on the draft contract | No |
| 6.4.The bidder can participate in video-calls as well as on-line participation in tenders | |
| 6.5. LUKOIL Neftohim Burgas AD shall not bear any costs connected with participation of bidders in tenders. | |
| **7. Structure of the Bid** | |
| **Technical Part:** | |
| 1. List of documents, **Form 9.** | |
| 1. Qualification requirements, **Form 1.** | |
| 1. Tender Bid (cover letter to the tender bid), **Form 2.** | |
| 1. Technical Bid, **Form 3.** | |
| 1. Bid Bond or mortgage security: **Form 4.** | |
| 1. Schedule of deliveries /performance of works/rendering of services, **Form 5.** | |
| 1. Parent Company's Guarantee: **Form 8** - (if applicable); | |
| 1. Business Partner Questionnaire – **Form 10***.* | |
| 1. Documents proving the relations between the Bidder and its subcontractors (official documents on the relationship with subcontractor/s for the specific tender) involved in the performance of works/rendering of services/ execution of deliveries that are the subject of the Tender, including copies of licenses, certificates and other authorization documents of the subcontractors; **Form 1.** | |
| 1. Copies of licenses, certificates and permits necessary for the supply of goods/performance of works/rendering of services, subject matter of the tender,  **Form 1.** | |
| 1. Original power of attorney issued to the person who has signed the Cover Sheet (**Form 6**), authorizing said person (if he/she is not the company manager) to assume obligations on behalf of the Bidder. | |
| 1. Copy of Bidder’s certificate of registration as a legal entity and/or copy of the consortium agreement, if any; **Form 1.** | |
| 1. Copy of the financial statements for the past 3 (three) years, certified by the Bidder, balance sheet, profit and loss account, cash flow statement, audit statement and the breakdown of accounts receivable and payable | |
| 1. Certificate by the Registry Agency that Bidder has not been declared bankrupt and is not subject to bankruptcy proceedings, **Form 1.** | |
| 1. Certificate by the Registry Agency that Bidder has not been declared wind-up and is not subject to wind-up proceedings, **Form 1.** | |
| **Note:** If Bidder is a consortium-member, the documents referred to in p. 9, 10, 11, 13, 14 and 15 shall be submitted for each member individually. The documents under the remaining points 1, 2, 3, 4, 5, 6, 7 and 12 shall be provided by the Head Office, on behalf of all consortium members. | |
| **Tender Guarantee:** | |
| 1. Guarantee for participation in a tender (Bid Bond) original or transfer to the Organizer’s bank account - **Form 4.** | |
| **Commercial Part** | |
| 1. List of documents, **Form 9.** | |
| 1. Cover Sheet, **Form 6** | |
| 1. Commercial (Price) Bid, **Form 7** | |