**Attachment №1**

to Instructions to Bidder

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| Information about the tender | |
| **I. General Information** | |
| * 1. Tender Organizer | LUKOIL Neftohim Burgas AD |
| * 1. Tender Number | LNB-2024-027 |
| * 1. Tender Subject | Porvision of pigging and smart pigging services for furnaces and cleaning of pipelines during Overhaul in 2025 |
| * 1. Tender description | To perform furnace pigging and smart pigging services and pipeline cleaning during Overhaul in 2025.  The approximate date for the start of the turnaround is the beginning of March 2025. |
| * 1. Tender Type | Open tender with bidding |
| **II. Minimum qualification requirements to Bidder to allow its participation in the tender.** | |
| 2.1. Previous experience of Bidder | **Bidder** shall have at least one contract implemented (executed) for the same or similar\* to the subject services within the past 3-year period (2021-2023) of a value of not less than EUR 200 000, exclusive of VAT.  \**Similar to the subject shall be considered provision of services for internal hydromechanical (pigging) and/or high pressure cleaning and/or non-destructive inspection (smart pigging) of furnaces and/or pipelines.* |
| 2.2. Competence and qualification of the Bidder/Subcontractor | 1. **Bidder or its subcontractor** shall have Supervisory Engineer and Quality Manager - at least 1 (one).  2. Bidder or its subcontractor shall have Safety and Health Coordinator - at least 1 (one). |
| 2.3. Permit Document of Bidder | **Bidder** shall have, at the time of proposal submission, a valid certificate for ISO 9001 standard for quality; |
| 2.4. 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. |
| 2.5. Acceptance of the proposed draft contract. | **Bidder** shall accept the form, structure and contents of the draft contract proposed by LUKOIL Neftohim Burgas AD. |
| 2.6. Service performance schedule | **Bidder** shall accept the service provision period (Form 5) proposed by LUKOIL Neftohim Burgas AD. |
| **Criteria for meeting the minimum requirements under section ІІ:** | |
| Bidder alone covers all requirements | Yes |
| Bidder, jointly with the subcontractor/s cover all requirements | Yes for p.2.2.  Bidder shall fill out the details about subcontractor/s, according to  **Form 1;**  Bidder submits official documents of the relationship with subcontractor/s for this specific tender. |
| Bidder, jointly with a consortium/company under the Law on Obligations and Contracts, covers all requirements | YES - Bidder submits official partnership/agreement documents and head office control (if applicable);  - Bidder fills out the relevant information about the partners (for each separately) and the head office (if any) in Form 1 |
| **IMPORTANT!**  **Bidders that are subcontractors of any other bidder or intend to establish such relationships in the course of service performance are not allowed to take part in the tender. The above terms shall be verified at the stage of Bids evaluation and in the course of works performance.** | |
| **III. Deadlines of the tender stages.** | |
| 3.1. Deadline to apply for participation. | 14.06.2024 |
| 3.2. Deadline for Request for Clarifications (Form 11) by Bidder. | 18.06.2024 |
| 3.3. Deadline for receipt of Bids. | 27.06.2024 |
| 3.4. Provision of a password to open the bid. | 28.06.2024 |
| **IV. Address and contact details.** | |
| 4.1. E-mail address | [Voynova.Antoniya.T@neftochim.bg](mailto:Voynova.Antoniya.T@neftochim.bg) |
| **V. Preparation of the Bid.** | |
| 5.1. Language of the Bid and communication language | Bulgarian / English |
| * 1. Currency. | **EUR** |
| * 1. Bid validity period. | The validity period of the Bids shall be minimum 90 (ninety) calendar days, counting from the deadline for receipt of Bids. |
| **VI. Receipt and opening of the Bids.** | |
| 6.1. Submission of Bids | Bids shall be submitted/received through the External File Services portal provided by the Tender Organizer. |
| 6.2. Attendance of the Bidders during the opening of the Bids | No |
| **VII. 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. Schedule of deliveries /performance of works/rendering of services, **Form 5.** | |
| 1. Guarantee for participation in a tender (Bid Bond) – original -***not required for this tender.*** | |
| 1. Guarantee by the Head Office - ***not required for this tender***. | |
| 1. Business Partner Questionnaire - ***not required for this tender****.* | |
| 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 – ***not required for this tender.*** | |
| 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.** | |
| **Commercial Part:** | |
| 1. List of documents, **Form 9.** | |
| 1. Cover Sheet, **Form 6.** | |
| 1. Commercial (Price) Bid, **Form 7.** | |