**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-2024-21 |
| * 1. Subject of the tender | Supply of 20 000 +/-10% pcs. of disposable wooden pallets for palletizing packaged polypropylene pellets Buplen® grade for a 4-month period  (m. August, September, October and November 2024) |
| * 1. Description of the subject of the tender | Planned date for signing the contract **by 31.07.2024;**  Recommended deadline for first delivery – **the beginning of m. August 2024;**  Regular deliveries - around 5000 pcs./month - Up to 120 calendar days from contract signature date;  Terms of delivery - DAP / DDP warehouse ofLUKOIL Neftohim Burgas AD, according to Incoterms 2020. |
| * 1. Type of tender | Open tender, with bidding |
| **II. Minimum qualification requirement to Bidder for admittance to participation in a tender.** | |
| 2.1. Technical compliance of the proposal. | Bidder shall provide Technical Proposal in accordance with Client’s requirements set out in the Technical Specification (Form 3). |
| 2.2. Compliance with requirements for control of quality (ISO 9001). | The Bidder shall present a valid certificate for quality management system (ISO 9001) of the Manufacturer. |
| 2.3. Documents accompanying the individual shipments. | Declaration by Bidder that Bidder will provide a Protocol or Declaration for the heat treatment of the wood packaging material for each delivery. |
| 2.4. Provision of 10 pallets for conduction of an industrial test within the period as per p. 3.3. | YES  - only in the case of a proposal from a bidder with whom LUKOIL Neftohim Burgas AD has not concluded a contract for supply of pallets and/or has no successful test with provided pallets confirming their industrial application. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder covers on its own all requirements. | YES |
| The Bidder jointly with the subcontractor/s meet all requirements. | NO |
| The Bidder jointly with a consortium/partnership under the Obligations and Contracts Act meet all requirements. | NO |
| **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. | 26.06.2024 |
| 3.2. Final date of Request for Clarifications by Bidder (Form 11). | 03.07.2024 |
| 3.3. Final date for provision of pallets for an industrial test | 05.07.2024 |
| 3.4. Final date for acceptance of proposals. | 07.07.2024 |
| 3.5. Provided password to open the Bid | 08.07.2024 |
| **IV. Address and contact information.** | |
| 4.1. E-mail | [Georgieva.Daniela@neftochim.bg](mailto:Georgieva.Daniela@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 calendar days as of the final proposal receipt period. |
| **VI. Tender proposal acceptance and opening.** | |
| 6.1. Proposal submission | Proposal 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.** | |
| **Bid Bond:** | |
| 1. Bid Bond – original – ***not required for this tender.*** | |
| **Commercial part:** | |
| 1. List of the documents in Commercial part – **Form 9.** | |
| 1. Title Page – **Form 6.** | |
| 1. Commercial (price) proposal – **Form 7*.*** | |