**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. Project/ asset name | Supply of PSV and shut-off valves with locking mechanisms |
| * 1. Tender number | **66.TK.TND.2024** |
| * 1. Tender subject | Supply of PSV and shut-off valves with locking mechanisms |
| * 1. Delivery period: | No later than 10.12.2024  Terms of delivery: according to INCOTERMS 2020, DDP/ DAP LUKOIL Neftohim Burgas AD. |
| * 1. Warranty terms: | Recommended warranty period - 24 (twenty-four) months from delivery. |
| * 1. Bank guarantee for good performance | No |
| * 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. Technical compliance | Bidder shall submit a Technical Bid compliant with the requirements set out in Client’s tender documentation (type, nature, technical parameters, quantities), including as follows: (Form 3)   * Full compliance of the parameters with the ones set out in the Technical Requirements; * Declaration about the purchased PSVs/ isolating valves with locking mechanisms that they will be accompanied by a Certificate of Compliance by a Notified body, Declaration of Compliance by the manufacturer and СЕ marking, according to 2014/68/EU (PED); the required technical documentation – incl. installation, operation, maintenance and repair instructions in Bulgarian language. |
| 2.2. Authorization documents (valid certificates) | The Bidder shall present a valid certificate in terms of quality management system (ISO 9001) of theManufacturer. (Form 1, p. 4). |
| 2.3. Draft contract | Bidder confirms that is familiar with the draft contract prepared by LUKOIL Neftohim Burgas AD and accepts its form, structure and contents. (Form 1, p. 5). |
| 2.4. Annual turnover | Bidder shall declare an average annual turnover for the last 3 (three) years (2021-2023) not less than 1 000 000 (one million) EUR (Form 1, p. 2). |
| 2.5. Previous experience. | Bidder shall have a minimum of 2 (two) contracts with a total value of not less than 1 000 000 (one million) EUR for Supplies (P) to sites in the refining industry, including supplies of PSV/ shut-off valves with locking mechanisms and other (Form 1, p. 3). |
| 2.6. Guarantee for participation in a tender (Bid Bond) or transfer to the Organizer’s bank account | 10 000 (ten thousand) EUR (Form 4) |
| 2.7. Business partner questionnaire (Form 10) | Compliance of the Biddet with the reliability requirements (Form 10). |
| 2.8. 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. Tender Registration Deadline in order to have access to the tender documentation | 16.05.2024 |
| 3.2. Bidders sending the requests for clarifications of the Tender documentation requirements (Form 11) | 03.06.2024 |
| 3.3. Bid Submission Deadline | 09.06.2024 |
| 3.4. Providing a password to open the proposal | 10.06.2024 |
| **4. Address and contact details** | |
| 4.1. E-mail address | **In case you need technical assistance, please refer to the following contacts:**  **E-mail:** [Zhecheva.Denitsa@neftochim.bg](mailto:Zhecheva.Denitsa@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**  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 | **EUR** |
| * 1. Bid validity period | BIDS shall be valid within 180 days following BID submission deadline as specified in the Invitation to Tender. |
| 5.4.Bid security (bid bond) timeframe | Bid Bond shall be valid during thirty (30) calendar days inclusive after the Bid validity expiry date. |
| 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. Submission of Bids | 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 bidder can participate in video-calls as well as on-line participation in tenders | |
| 6.4. 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** | |