**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-2024-003 |
| * 1. Tender Subject | Supply of refractory materials for overhaul in 2025. |
| * 1. Tender Subject | Supply of refractory materials, preparation of technical documentation and provision of supervisory services.  Delivery period for the refractory materials: not earlier than 02.01.2025 and not later than 20.02.2025  Delivery terms: as per INCOTERMS 2020, DDP/DAP LUKOIL Neftohim Burgas AD.  Warranty terms: Recommended warranty period – not less than 36 months from goods delivery date. |
| * 1. Tender Type | Open tender with bidding |
| **II.1 Minimum qualification requirements to Bidder to allow its participation in the tender.** | |
| 1. Permit documents (valid certificates). | Bidder shall have ISO 9001 quality certificate valid at the time of proposal submission or if Bidder is a trader, Bidder shall present a valid certificate of the manufacturer. |
| 1. Technical compliance of the Bid. | Bidder’s proposal shall be in conformity with Client’s technical requirements (Technical Inquiry). |
| 1. Draft contract | Bidder accepts the draft contract proposed. |
| 1. References | Bidder shall present a reference for one implemented site in the last 5 years (2019-2023) with supply of identical (High Aluminia bricks) refractory linings at analogous technical parameters of the equipment. |
| 1. Оrganizational structure | Bidder shall present information about the presence of an organizational structure for development of an individual design for linings of thermal assemblies, thermal and strength calculations of thermal unit structures. |
| **Criteria for meeting the minimum requirements under section ІІ:** | |
| Bidder alone covers all requirements | Yes |
| 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 | 30.04.2024г. |
| 3.2. Deadline for Request for Clarifications (Form 11) by Bidder | 07.05.2024г. |
| 3.3. Deadline for receipt of Bids | 13.05.2024г. |
| 3.4. Provision of a password to open the bid | 14.05.2024г. |
| **IV. Address and contact details** | |
| 4.1. E-mail address | [Minchev.Ivan@neftochim.bg](mailto:Minchev.Ivan@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 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.** | |
| **Note: If Bidder is a consortium-member, the documents referred to in p. 8, 9, 10, 11, 13 and 14 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 -***not required for this tender.*** | |
| **Commercial Part** | |
| 1. List of documents, **Form 9.** | |
| 1. Cover Sheet, **Form 6** | |
| 1. Commercial (Price) Bid, **Form 7** | |