**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 | № 90 TK.TND.LNB.2024 |
| * 1. Tender subject | Provision of services related to fire-extinguishing, emergency and rescue activities and first aid for 3 years |
| * 1. Delivery period: | 2025, 2026, 2027 |
| * 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. Draft contract | Acceptance of the terms of the draft agreement. (Form 1, р 8). |
| 2.3. Previous experience. | Experience in providing services similar to the subject of the tender in the oil and gas and chemical industry under at least one contract over the past 3 (three years) (2021-2023), a value of at least 500,000 (five hundred thousand) BGN excluding VAT. (Form 1, p.3). |
| 2.4. Annual turnover | Bidder shall have an average annual turnover for the last three years (2021-2023) of not less than BGN 2 500 000 (two million and five hundred thousand). (Form 1, p.2). |
| 2.5. Valid certificates | 2.5.1. The bidder has an accreditation certificate from the Inspection Body for "Control of Working Environment Parameters" type C, according to BDS EN ISO/IEC 17020 (Form 1, p.4).  2.5.2. The bidder has a quality management certificate (ISO 9001) covering firefighting, emergency rescue and paramedic care. (Form 1, p.4). |
| 2.6. Permit documents | The bidder has certificates/licenses, permits to carry out activities provided for in Article 129, paragraph 2 of the Ministry of Interior Act (Form 1, p. 4) |
| 2.7. Personnel qualification | 2.7.1. The bidder has the required number of personnel (102 units) meeting the requirements for education and qualification level, with completed training courses or certificates of legal capacity, in accordance with Resolution No. 8121z-531 of 09.09.2014. (declaration), (Form 1, p. 5) (Form 3).  2.7.2. The applicant has the required number of personnel (10 units) from among those included in Resolution No. 8121z-531 of 09.09.2014) who have certificates of legal capacity for activities with sources of ionizing radiation (Form 1, paragraph 5); (declaration), (Form 1, p. 5).  2.7.3. The applicant has the required number of personnel (10 units) with educational and qualification degrees to provide paramedic care (declaration), (Form 1, p. 5). |
| 2.8. Guarantee for participation in a tender (Bid Bond) or transfer to the Organizer’s bank account | 100 000 BGN (Form 4). |
| 2.9. Business partner questionnaire (Form 10) | Compliance of the Bidder with the reliability requirements (Form 10). |
| 2.10. No conflict of interest due to dual participation in the bidding process (as a bidder and a subcontractor of another bidder). | |
| **3. Deadlines of the tender stages** | |
| 3.1. Deadline to apply for participation | until 12.12.2024 |
| 3.2. Deadline for Request for Clarifications (Form 11) by Bidder | until 19.12.2024 |
| 3.3. Deadline for receipt of Bids | until 31.12.2024 |
| 3.4. Provision of a password to open the bid | until 02.01.2025 |
| **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 **100 000 BGN**  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  For payment in BGN:  UNICREDIT BULBANK AD,  1000 Sofia, Sveta Nedelya Sq, 7  SWIFT/ BIC: UNCRBGSF  IBAN: BG15 UNCR 7000 1521 3257 81  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 | No |
| 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** | |