**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-2024-44** |
| * 1. Subject of the tender | Services for reloading of the catalyst systems at LUKOIL Neftohim Burgas AD during the Turnaround in 2025 |
| * 1. Description of the subject of the tender | *The services for reloading of the catalyst systems at LUKOIL Neftohim Burgas AD during the Turnaround in 2025include activities related to the management of the catalytic systems of the following Units falling within the scope of the tender:*   * Diesel Hydrodesulphurization-1 (HDS-1) unit; * Diesel Hydrodesulphurization-2 (HDS-2) unit; * Diesel Hydrotreating unit (HDS-5); * Gasoline Hydrodesulfurization – 1 unit (HOB-1); * Catalytic Reformer-1 process unit (CR-1); * Sulphur Recovery Unit (SRU) – Trains 1, 2 and 3; * FCC Pretreater unit (FCC PT Unit); * Suphuric-Acid Alkylation (SAA) unit, Spent Acid Regeneration unit (SARU); * Central Gas Fractionation Unit and N-butane Isomerization Unit (CGFU and NBIU); * Hydrogen unit 71 (HU-71); * Hydrogen unit-15 (HU-15); * Regeneration of MDEA and Acid Water (RMDEA-2) unit; * Methyl Tert-Butyl Ether Unit – Divinyl Hydrogenation Unit (MTBE).   *Services performance schedule:*   * start of performance of services March 2025 |
| * 1. Type of tender | Open tender with bidding |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** | |
| 2.1. Technical compliance of the proposal. | The Bidder shall submit a Technical Proposal in accordance with the Technical Requirements of Client, Form 3. |
| 2.2. Previous experience | The Bidder must provide information on the availability of experience in the implementation of similar services in the last 3 (three) years (2021-2023). |
| 2.3. Compliance with requirements for control of quality (ISO 9001). | Bidder shall submit a valid, at the time of submission of the proposal, certificate of ISO 9001 quality standard certificate. |
| 2.4. HSE | Bidder is in compliance with industrial safety, occupational health and environment requirements, based on successful coverage (50% +1 positive answers) of the HSE Qualification questionary. |
| **Criteria for covering the minimum requirements of Section ІІ:** | |
| Bidder covers on its own all requirements. | YES |
| Bidder, together with the subcontractor/s, meet all requirements. | NO |
| 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.  If Bidder is represented by a consortium or other association, then its compliance with the minimum qualification requirements is determined generally for the consortium or association, and it is sufficient that only one of the members fulfills/covers it (with the exception of item 2.4.). |
| **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. Deadline to apply for participation. | 30.12.2024 |
| 3.2. Deadline for Request for Clarifications by Bidder (Form 11). | 02.01.2025 |
| 3.3. Deadline for receipt of proposals. | 08.01.2025 |
| 3.4. Providing a password to open the proposal | 09.01.2025 |
| **IV. Address and contact information.** | |
| 4.1. E-mail address for correspondence | [Zhecheva.Denitsa@neftochim.bg](mailto:Zhecheva.Denitsa@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 (ninety) calendar days as of the final proposal receipt period. |
| **VI. Tender proposal acceptance and opening.** | |
| 6.1. Proposal submission | Proposals 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**. | |
| **Commercial part:** | |
| 1. List of the documents in Commercial part: **Form 9**. | |
| 1. Title Page; **Form 6**. | |
| 1. Commercial (price) proposal; **Form 7**. | |