**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-2024-42** |
| * 1. Subject of the tender | Provision of a service for complex chemical treatment of recycle water for a period of 3 (three) years. |
| * 1. Description of the subject of the tender | Provision of a service for complex chemical treatment of circulating cooling water, with the purpose of restricting formation of scale, corrosion and biologival deposits in cooling water tower sections № 3, 4, 8, 9, 10, on process units sulphuric acid alkylation/SAА/,onabsorption gas fractionation unit/АGFU/, on deep crude processing complex – section 82 and local supply of bio-dispersant Immediately upstream of the condensers of vacuum creation system on AVD-1 process unit.  The assignment under this tender will be performed with materials, means, equipment and qualified personnel of the Bidder.  The service provision period is: **from 01.04.2025 to 31.03.2028**.  Bidder undertakes to perform the services in accordance with all effective regulations in the Republic of Bulgaria. |
| * 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 Technical proposal in accordance with the requirements set out in Client’s tender documentation (Form 3). |
| 2.2. Previous experience of the Bidder. | The Bidder shall have successfully implemented minimum 2 (two) contracts of similar nature and complexity within the subject of the tender, concluded during the last 5 (five) years (2023, 2022, 2021, 2020 and 2019). |
| 2.3. Bidder’s competence and qualification. | The Bidder or its subcontractor shall have its in-house engineering department specialized in studying water balances, modeling, construction, operation and control of a system for reuse of wastewater in cooling systems. |
| 2.4. References from previous clients of the Bidder. | The Bidder shall provide references for the provision of the same or other similar treatments in other refineries or chemical plants shall be provided and they shall be easy to check and verify. |
| 2.5. Conformity with the requirements for quality control (ISO 9001), environment (ISO 14001) and health (ISO 45001). | The Bidder shall have a valid certificate in terms of quality management system (ISO 9001), environment (ISO 14001) and health and safety during work (ISO 45001). |
| 2.6. Conformity with the requirements for accident prevention, labor protection and environmental protection. | The Bidder complies with the requirements for industrial safety, labor protection and environmental protection, based on the successful coverage (50% +1 positive answers) of the Qualification Questionnaire on Accident Prevention, Labor Protection and Environment. |
| 2.7. Acceptance of the proposed draft contract. | The Bidder confirms that Bidder accepts the form, structure and contents of the draft contract prepared by LUKOIL Neftohim Burgas AD. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder covers on its own all requirements. | YES |
| Bidder, jointly with the subcontractor/s cover all requirements. | YES – for it. 2.3  - Bidder submits official documents of the relationship with subcontractor/s for this specific tender;  - Bidder shall fill out the details about subcontractor/s, according toForm 1. |
| 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 2.6.). |
| **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. | 16.01.2025 |
| 3.2. Deadline for Request for Clarifications by Bidder (Form 11). | 21.01.2025 |
| 3.3. Deadline for receipt of proposals. | 30.01.2025 |
| 3.4. Providing a password to open the proposal | 31.01.2025 |
| **IV. Address and contact information.** | |
| 4.1. E-mail address for correspondence | [Andonov.Antoni.G@neftochim.bg](mailto:Andonov.Antoni.G@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, **Form 1**. | |
| 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**. | |
| **Note:** When the Bidder is part of a Consortium, the above-mentioned documents under items 9, 10, 11, 12, 14 and 15 are provided for each partner separately. The documents for the remaining points 1, 2, 3, 4, 5, 6, 7, 8 and 13 are provided by the head office, on behalf of all members of the consortium. | |
| **Commercial part:** | |
| 1. List of the documents in Commercial part: **Form 9**. | |
| 1. Title Page; **Form 6**. | |
| 1. Commercial (price) proposal; **Form 7**. | |