**Attachment № 1**

To Instructions for Bidder

|  |  |
| --- | --- |
| Information about the tender | |
| **I. General information.** | |
| * 1. Tender Organizer | LUKOIL Neftohim Burgas AD |
| * 1. Number of the tender | Tender № **LNB-2025-006** |
| * 1. Subject of the tender | Supply of lubricating additive for diesel fuel doping |
| * 1. Description of the subject of the tender | The supply of lubricating additive for diesel fuel doping includes:  Delivery volume: 200 tons ± 10%;  Deadline for the supplys: August ÷ December 2025 on a monthly schedule;  Terms of delivery: according to INCOTERMS 2020, DDP/ DAP LUKOIL Neftohim Burgas AD. |
| * 1. Type of tender | Open tender with bidding |
| **II. Minimum qualification requirements to Bidder for admittance to participation in a tender.** | |
| 2.1. Providing a sample | Within not less than **5** (five) **calendar days** prior the deadline for offer submission (specified in p.3.3) the Bidder shall provide a sample of the product (in the amount of 200 ml.) for laboratory tests to be conducted at "LUKOIL Neftohim Burgas" AD, together with a Safety Data Sheet (SDS) and a recommended addition rate [ppm wt]. (Form 3, p. 1.) |
| 2.2. Technical compliance of the proposal | The Bidder must provide a technical proposal with indicators and values corresponding to the requirements in the Client’s Technical inquiry. (Form 3, p. 2) |
| 2.3. Compliance with requirements for control of quality (ISO 9001) | The Bidder shall present a valid certificate in terms of quality management system (ISO 9001) of theManufacturer. |
| Criteria for covering the minimum requirements of Section ІІ: | |
| Bidder covers on its own all requirements. | YES |
| **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 offer’s evaluation stage and in the course of works performance.** | |
| **III. Periods for the separate tender conduction stages.** | |
| 3.1. Deadline to apply for participation. | 27.05.2025 |
| 3.2. Deadline for Request for Clarifications by Bidder (Form 11). | 03.06.2025 |
| 3.3. Deadline for receipt of proposals. | 09.06.2025 |
| 3.4. Providing a password to open the proposal | 10.06.2025 |
| 3.5. Deadline for providing samples (Form 3) | 04.06.2025 (until 3:00 pm) |
| **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**. | |