



Dear Sirs,

We would like to invite you to participate in the purchase procedure no. **PKN/2/000839/24** conducted by ORLEN S.A. on behalf of ORLEN Południe S. A. company in the process of qualification and purchase of additives for light heating oil.

1. Procurement procedure - Course of action

The qualification process will consist of two stages - formal and technical assessment. The bidder will be asked to submit a formal and technical offer (required documents) and will be asked to send samples of the offered additive to the indicated address. After a positive result of the formal assessment (based on the submitted documents) and a positive preliminary technological qualification (based on the results of laboratory tests of the submitted sample), qualified bidders will be invited to submit a commercial offer.

The contract is signed for a period of one year with the possibility of extension for another year - 1+1.

2. Subject of Purchase

The object of the purchase is an additives for light heating oil:

- additive lowering the flow temperature (Pour Point depressant)
- additive lowering the turbidity temperature (Cloud Point depressant)
- additive improving lubricating properties (Lubricity Improver)

Approximate planned annual production quantity of light heating oil - 70,000 tonnes +/- 20%.

The above quantities are estimates, the final volume of the contracted additive will be calculated based on its efficiency (dosage level/1 tonne of light heating oil).

A bid can be submitted for one of the above-mentioned additives, or for all types. If you wish to offer several additives from the same group, please attach a PDF with detailed offers for these several preparations.

*We reserve the right to order a trial batch of the offered additives (1-2 IBC) in order to test them on a production scale. The price of the trial batch cannot be higher than the price of the additive offered in the final offer.

3. Place and terms of Delivery

Delivery base: DDP Trzebinia (Incoterms 2010), T2 status - after clearance and all customs fees.

The place of unloading:

ORLEN Południe S.A.

Street: Fabryczna 22

PKN/2/000839/24

32-540 Trzebinia

Poland

DRW Branch

Packaging: IBC containers (1000l), returnable packaging is preferred.

First delivery date: September 2024

We would like to inform you that we will purchase the preparations under the excise duty suspension procedure via e-AD (tax warehouse operator number: PL35100007209, tax warehouse number in Trzebinia PL35100008346).

4. Samples in the qualification process (research).

As part of the qualification process, Bidders are obliged to send samples of the offered additive (except for preparations currently used in OPD). The Bidder is obliged to confirm with the Ordering Party that there is no need to send the sample via the Connect platform).

Address for sending samples: ORLEN Południe S.A., ul. Fabryczna 22, 32-540 Trzebinia, Poland,
Contact person: Dawid Karczewski, tel. +48 605 190 526
Samples should have a capacity of 200 ml, any packaging.

Samples should be delivered on the basis of DDP Orlen Południe S.A. – (status T2 – after clearance and all customs fees - transport, customs clearance and customs duties on the Bidder's side).
Delivery of a sample in suspension of excise duty collection via e-AD to the tax warehouse No. PL35100008346

5. Technical requirements

1. For the pour point lowering additive (according to PN ISO 3016):

- lowering the value from approximately -15°C (base without additive) to a value below -20°C

2. For the cloud point lowering additive (according to PN ISO 3015):

- for summer conditions (01/04-31/08) – no dosing

- for winter conditions (01/01-31/03 and 01/09-01/01) lowering the value from approximately -2 °C (base

without additive) to values below -5 °C,

3. For the additive increasing lubricity (according to PN EN ISO 12156-1):

- reducing the diameter of the wear trace [μm] at 60 °C from approx. 650 (base without additive) to a maximum of 460.

The base to which the additives will be used is characterised by the following properties :

Density at 15 °C - **815 kg/m³**

Kinematic viscosity at 20 °C - **3,0-3,8 mm²/s**

Distillation - Recovered at 350 °C - **92-97%**

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Distillation - Recovered at 250 °C - **45-55%**

Sulphur content %(m/m) - **0,07-0,10**

Water content mg/kg - **160-200**

Content of solid impurities mg/kg - **12,0-24,0**

Oxidation stability [g/m³] - **2-9**

Content of carbon %(m/m) - **82-87**

Calorific value MJ/kg - **42,5-43**

Please attach to your offer quality specifications, MSDS with REACH registration numbers, exposure scenarios, information on the recommended dosage of preparations, signed Bidder's Declarations and Beneficial Owner's Declarations, financial documents of your company (balance sheet and profit and loss account for 2021, 2022 and F 01 for Q4 2023. In the event of a loss - please provide an additional short explanation), an appropriate power of attorney (if the offer is submitted by persons other than those authorized to enter into obligations on behalf of the Bidder - failure to attach means confirmation of the authorization to submit offers on behalf of the Bidder), entity registration document as a VAT payer and the company's National Court Register, information on the availability of research laboratories, declaration regarding the status of the Bidder (manufacturer / intermediary), confirmation of registration in REACH of the offered products, current confirmation of the status of an active VAT payer, current certificate of no arrears with VAT, excise tax, ZUS (Polish companies).

Please read and accept the attached Health and Safety and Environmental Protection Rules applicable at the premises of OPD S.A., accept the draft order and the General Terms and Conditions of Purchase of OPD S.A. and acceptance of the draft contract. We would like to inform you that ORLEN Południe S.A. only purchases substances with a regulated status in accordance with the requirements of the REACH regulation, so please submit offers only for goods registered in REACH. We would like to inform you that OPD S.A. does not sign factoring agreements.

Other questions:

When preparing offers, the applicant has the right to ask additional questions before the deadline set by Orlen S. A. expires. Questions must be submitted via the Connect purchasing platform. The replies shall be answered as soon as possible and without undue delay. Orlen S. A. reserves the right to refuse a reply without giving reasons.

Confidentiality:

The Offeror undertakes to treat all information contained in the request confidentially. Information concerning the invitation of a tenderer to participate in this tender, the submission of a tender, the conduct of business negotiations and the conclusion of contracts may only be provided by the tenderer after the written consent of ORLEN S. A. to provide such information to third parties or to publish such information.

Acceptance and rejection of the offer:

ORLEN S. A. reserves the right to freely select the tenderers with whom to negotiate some or all of the tenderers submitted and to conclude the contract with more than one tenderer selected in the negotiated procedure, the scope of the contract may include all or part of the scope of the reply to the sent enquiry.

The request is an invitation to negotiate pursuant to Art. 72 c. c. and therefore provisions on the offer within the meaning of Art. 66 §1 c. c. Orlen S. A reserves the right to change or revoke this invitation or the conditions of the tender at any time without giving reasons, of which Orlen S. A will immediately inform all bidders. For this reason, no compromises apply to the customer. Orlen S. A. reserves the right, during the analysis of the offers, to make corrections and clarifications of the scope of the offer request and to request any updates of the offers. Orlen S. A. reserves the right to reply only to selected offers. Orlen S. A reserves the right to invite selected bidders to present the offer. The date and time of the presentation will be determined after the submission of tenders. The location of the presentation is specified by the purchasing office Orlen S. A. Orlen S. A. reserves the right to conduct multi-stage negotiations in different forms, i. e. direct negotiations and negotiations in the system of electronic auctions. Bids received in the context of possible negotiations through the electronic auction system may be the subject of further negotiations with the bidders. All costs relating to the preparation and submission of tenders shall be borne by the tenderer. Regardless of the outcome of the tender, Orlen S. A. shall not be liable for any costs or losses incurred by the tenderer in connection with the preparation and submission of the tender. Orlen SA reserves the right to refuse them:

- Offers received after expiry of the time limit
- Offers that are not delivered in the manner specified by the purchaser
- incomplete offers

If you would like more information, please contact us directly or via the Connect purchasing platform. We are waiting for your offers.

GDPR information obligation:

The Data Administrator is:

1. Polski Koncern Naftowy ORLEN S.A. based in Płock, ul. Chemików 7, (hereinafter: PKN ORLEN S.A.) informs that it is the administrator of your personal data. Contact telephone numbers for the data administrator: (24) 256 00 00, (24) 365 00 00, (22) 778 00 00.

2. To contact the Data Protection Inspector at ORLEN S.A. The following e-mail address is used: Daneosobowe@orlen.pl. You can also contact the Data Protection Inspector in writing to the address of the registered office of ORLEN S.A., indicated in point 1, with the note "Data Protection Inspector". Data regarding the Data Protection Inspector are also available on the website www.orlen.pl in the "Contacts" tab.

Bartłomiej Poręba

Zespół Zakupów Biokomponentów i Dodatków do Paliw | Biocomponents Procurement Team

Obszar Zakupów | Procurement Area

ORLEN S.A.

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