



REQUEST FOR PROPOSAL - PKN/2/002673/24

Dear Sirs,

On behalf of ORLEN S.A., ORLEN Południe S.A. and ORLEN Oil Sp. z o.o. Purchasing Team we would like to invite your company to submit an offer for deliveries of vegetable oils in the 2024 – 2025 season.

The Request for Proposal concerns deliveries to the following Companies: ORLEN Południe S.A., ORLEN S.A. and ORLEN Oil Sp. z o.o.

For the purposes of this Inquiry, the requirements for all Companies (so-called general) are not marked - they apply to ORLEN Południe S.A., ORLEN S.A. as well as to ORLEN Oil Sp. z o.o.

The specific requirements applicable only to the ORLEN Południe S.A. are marked with the abbreviation (OPD), the specific requirements applicable only to the ORLEN S.A. with the abbreviation (ORL), and the specific requirements applicable only to the ORLEN Oil Sp. z o.o. with the abbreviation (OO).

We encourage you to submit bids to all Companies, however, you may submit bids to only one or selected Companies.

Below we present the details of the Request for Proposal - RFP.

I. SUBJECT OF THE REQUEST FOR PROPOSAL AND CONDITIONS:

ORLEN Południe (OPD)

- **Product:** Certified vegetable oils meeting the Sustainability Criteria, i.e. meeting the requirements of one of the certification systems recognized by the European Commission, in accordance with the requirements set out in this Inquiry, with parameters consistent with the quality specification (Annex 9), including:
 1. Rapeseed oil with phosphorus content up to 300 ppm and/or 70 ppm (Annex 9.1)
 2. Sunflower oil with phosphorus content up to 10 ppm (Annex 9.2)
 3. Soybean oil with phosphorus content up to 300 ppm (Annex 9.3)
 4. Refined Soybean oil with phosphorus content up to 10ppm (Annex 9.4)
- **Volume:** OPD's estimated demand is ~ 280,4 kt, including:
 - ~ 186,4 kta of Rapeseed oil 300ppm
 - ~ 74 kta of Rapeseed oil 70ppm

In the summer period, i.e. 01/05 - 31/08/2025, instead of rapeseed oil 300 ppm, it is possible to purchase alternative oils in the amount of ~ 20 kt (total for the entire summer period), including:

~ 4 kt of Sunflower oil 10 ppm



~ 16 kt of Soybean oil 300/10 ppm

- **Delivery basis and place of delivery:** DDP Trzebinia.

In justified cases, it is possible to organize transport by the Buyer - only with the consent of the ORLEN Południe S.A.

- **Means of transport:** railway and/or trucks (for trucks, a limit of ~ 3 kt per month in total for all oil Suppliers).
- **Delivery period:** October 2024 - September 2025
- **GHG emission:** In accordance with Annex 11 attached to the RFP, i.e.:

Where emissions from transport and distribution for rapeseed oil (Etd) are declared as a "partial default value", we confirm that the sum of emissions from all other components (Eec, EI, Ep, Eu, Esca, Eccs, Eccr) will not exceed **985** [kgCO_{2eq}/dry tonne]

Where emissions from transport and distribution as well as from cultivation for sunflower oil (Etd, Eec) are declared as a "partial default value", we confirm that the sum of emissions from all other components (EI, Ep, Eu, Esca, Eccs, Eccr) will not exceed **200** [kgCO_{2eq}/dry tonne]

Where emissions from transport and distribution for soybean oil (Etd) are declared as a "partial default value", we confirm that the sum of emissions from all other components (Eec, EI, Ep, Eu, Esca, Eccs, Eccr) will not exceed **920** [kgCO_{2eq}/dry tonne]

- **GMO:** Required confirmation that the offered oils do not contain GMOs and have not been produced from seeds of genetically modified plants (GMO) in accordance with Appendix No. 12.

ORLEN S.A.

- **Product:** Certified Rapeseed oil with phosphorus content up to 3 ppm meeting the Sustainability Criteria, i.e. meeting the requirements of one of the certification systems recognized by the European Commission, in accordance with the requirements set out in this Inquiry, with parameters consistent with the quality specification (Annex 14).
- **Volume:** ORLEN's estimated demand for Rapeseed oil 3 ppm is ~ 7 kt
- **Delivery basis and place of delivery:** DDP Płock.

In justified cases, it is possible to organize transport by the Buyer - only with the consent of the ORLEN S.A.

- **Means of transport:** Railway Tank Cars with a "gas pendulum" (bottom unloading) with connection ends: 5.5" thread (without modifications, temporary connections).
- **Delivery period:** March 2025 - September 2025
- **GHG emission:** The supplied oil must meet the sustainability criteria set out in Art. 29 section 2-7 of Directive 2018/2001/EC of the European Parliament and of the Council of 11 December 2018 on the promotion of the use of energy from renewable sources.

The expected maximum emission level for the rapeseed oil is presented in two positions/items, i.e. the first one with a maximum emission level of 870 kg CO_{2eq}/dry tonne, the second one with a maximum emission level of 900 kg CO_{2eq}/dry tonne. The guaranteed emission level should be determined by the Bidder in accordance with Annex 16 attached to the RFP, respectively, for the given item(s).

ORLEN Spółka Akcyjna

Siedziba w Płocku: ul. Chemików 7, 09-411 Płock, tel. +48 24 256 00 00
KRS 0000028860, NIP 774 00 01 454, BDO 000007103, kapitał zakładowy/kapitał wpłacony: 1 451 177 561,25 zł
www.orlen.pl



ORLEN Oil Sp. z o.o.

- **Product:** Refined Rapeseed oil - meeting the requirements of this RFP, including among others formal and technical criteria, with quality parameters in accordance with the ORLEN Oil specification attached to the Request for Proposal (Annex 18)
- **Volume:** ORLEN Oil's estimated demand for Refined Rapeseed oil is ~ 48 t.
- **Delivery basis and place of delivery:** DDP Jedlicze, Orlen Oil sp. z o.o., ul. Trzecieckiego 14, 38-460 Jedlicze.
- **Means of transport:** trucks. Rapeseed oil deliveries will be made, based on the order sent to the Supplier, by the Seller's road tankers equipped with fittings enabling efficient unloading, i.e. drain hoses and a compressor.
- **Delivery period:** October 2024 - September 2025 (deliveries only in selected months in accordance with the ORLEN Oil order)
- **GHG emission:** no requirements
- **Oil sample:** in order to verify the quality of the offered oil, before submitting the offer, it is required to send a sample of refined rapeseed oil in the amount of 1 liter to the following address:

Ms. Aldona Stadnicka
Technology Team (BRT)
ORLEN OIL Sp. z o.o.
ul. Trzecieckiego 14
38-460 Jedlicze

II. METHOD OF SUBMITTING OFFERS:

Bidders are requested to submit bids only via Connect Purchasing Platform.

The Purchasing Process is available on the Platform under the name: "Oleje roślinne dla GK ORLEN w sezonie 2024-2025 / Vegetable oils for the ORLEN Group in the 2024-2025 season", purchasing process no.: PKN/2/002673/24

In order to submit an offer by Bidders who are not yet registered on the purchasing platform of ORLEN Group – CONNECT, it is necessary to set up an account on the registration page of the Connect Purchasing Platform
(link: <https://connect.orken.pl/app/register/start>).

Each offer must consist of a formal and commercial part.

A formal offer should include the documents and statements referred to in point III of this Inquiry.

The commercial offer must contain all the elements referred to in point IV of this Inquiry.

Bidders are not allowed to modify the content of the attachments.

Bidders may enter comments on the attachments (if necessary), which, however, must be clearly marked and initialed, in a manner visible to the Evaluation Team.

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III. FORMAL OFFER - FORMAL AND TECHNICAL CRITERIA

General criteria applicable to all Companies (ORLEN Południe, ORLEN, ORLEN Oil) have no markings.

All Bidders must confirm the general criteria (without markings) regardless of whether they submit their offer to all Companies, selected Companies or only one of the Companies.

Formal and technical criteria specific only for a given Company are marked with the Company's symbol (OPD – ORLEN Południe, ORL – ORLEN, OO – ORLEN Oil).

In case of submitting an offer to only one of the Companies or selected Companies, for a Company or Companies to which your offer does not apply, please select 'no' in the criteria.

Formal (general) criteria – for initial qualification purposes:

1. The offer applies to: OPD only, ORLEN only, ORLEN Oil only, selected Companies (indicate which Companies it applies to), all Companies.
2. I have read and accept the scope of this Request for Proposals.
3. I confirm that we (the Bidder) have all the authorizations and certificates necessary to implement the subject of this Request for Proposals.
4. I have read and accept the applicable rules presented in the Code of Conduct for Suppliers (Annex 1), also available on the website www.orken.pl by to the following path: Home / For Business / Tenders and Supplies / Supplies / Supplier Code of Conduct.
5. I have read and accept Annex 2 - Information Protection Statement.
6. I have read and accept Annex 3 - REACH Declaration.
7. I have read and accept Annex 4 - Sanction Clause.
8. I accept and attach to the offer the completed and signed Beneficial Owner Statement (Annex 5), which presents the status as of the date of submission of the offer.
9. I confirm that the Bidder, on behalf of ORLEN S.A., have fulfilled the information obligation towards our employees, whose personal data were provided to ORLEN S.A. in order to participate in this procurement procedure - by providing them with the information clause (Annex 6).
10. I accept and attach to the offer the completed and signed Lack of links with the ORLEN Group statement (Annex 7), which presents the status as of the date of submission of the offer.
11. I attach the relevant powers of attorney (applicable if the offer is submitted and/or the documents are signed by persons other than those authorized to incur liabilities on behalf of the Company).
12. I enclose the Safety Data Sheets (SDS) for the offered oils in Polish.
13. I attach a scan of the document confirming the registration of the entity as a VAT payer and a scan of the current excerpt from the National Court Register.



14. I attach the Balance sheet, Income statement and Cash flow statement for the years 2022, 2023 (and the most current for the 1st quarter / 1st half of 2024, if available). The documents must be signed by an authorized person.
15. I attach a certificate from the Office on no arrears with the payment of VAT, ZUS (Social Insurance Institution), Excise (if applicable) not older than 3 months (only Polish suppliers) or I attach to the offer a completed and signed No tax arrears statement (Annex 8), which presents the status as of the date of submission of the offer (only foreign suppliers).
16. I attach confirmation of submitting VAT-7 declarations for the last 6 months - JPK_V7M (only Polish suppliers).
17. I have read and accept the applicable rules presented in the Anti-Corruption Policy and the Gifts policy, which have been made available on the website www.orken.pl by the following path: Home / About us / Company / Our standards / Anti-corruption policy.
18. I attach to the offer a printout from the Central Register of Beneficial Owners.
19. I attach a document confirming in a credible way the source of the offered goods - applies to trading companies/intermediaries.
20. I confirm the Bidder's activity in trade in vegetable oils, min. 2 years and/or positive history of cooperation with the ORLEN Group - applies to trading companies/intermediaries.
21. I confirm that the statutory requirements are met, including those resulting from the Act of March 9, 2017 on the system for monitoring the road and rail transport of goods and trading in heating fuels (consolidated text: Journal of Laws of 2020, item 859, as amended), commonly referred to as the SENT Act.

Formal criteria – specific for ORLEN Południe S.A., ORLEN S.A. and ORLEN Oil – for initial qualification purposes:

22. OPD: I accept the content of Annex 10 - the valuation of the offered oils based on Reuters quotations for RSO FOB Dutch Mill.
23. OPD: I have read and accept the Draft of the Framework Agreement / Draft of the Annex to the Framework Agreement (Annex 13) - in the case of comments, necessary detailed information regarding the subject/scope of comments.
24. ORL: I accept the content of Annex 15 - the valuation of the offered oils based on Reuters quotations for RSO FOB Dutch Mill.
25. ORL: I have read and accept the Draft of the Agreement (Annex 17) - in the case of comments, necessary detailed information regarding the subject/scope of comments.
26. OO: I accept Annex 19 - General Conditions for Purchasing of Goods and Provision of Services.

Formal criteria - specific for ORLEN Południe S.A., are assessed in the 0/1 formula "meets / does not meet":

27. OPD: I confirm that the offered product meets the Sustainability Criteria and I attach a valid sustainability certificate issued to the Bidder under one of the certification systems recognized by the European Commission.



28. OPD: I confirm that the Bidder is entitled to apply the VAT rate not higher than 5% when delivering the Goods covered by this Request for Proposal / Agreement.
29. OPD: I confirm that the potential cooperation agreement will be signed between ORLEN Południe S.A. and the Company registered in Poland.
30. OPD: I confirm that the supplied oil will meet the requirements of the Act on biocomponents and liquid biofuels of August 25, 2006 (consolidated text: Journal of Laws of 2022, item 403).
31. OPD: I confirm that we will provide a proof of sustainability (PoS) in accordance with the requirements of the certification body, confirming that the delivered product meets the sustainability criteria.

Formal criteria - specific for ORLEN S.A., are assessed in the 0/1 formula "meets / does not meet":

32. ORL: I confirm that the offered product meets the Sustainability Criteria and I attach a valid sustainability certificate issued to the Bidder under one of the certification systems recognized by the European Commission.
33. ORL: I confirm that the Bidder is entitled to apply the VAT rate not higher than 5% when delivering the Goods covered by this Request for Proposal / Agreement.
34. ORL: I confirm that the potential cooperation agreement will be signed between ORLEN S.A. and the Company registered in Poland.
35. ORL: I confirm that the supplied oil will meet the requirements of the Act on biocomponents and liquid biofuels of August 25, 2006 (consolidated text: Journal of Laws of 2022, item 403).
36. ORL: I confirm that we will provide a proof of sustainability (PoS) in accordance with the requirements of the certification body, confirming that the delivered product meets the sustainability criteria.

Formal criteria - specific for ORLEN Oil Sp. z o.o., are assessed in the 0/1 formula "meets / does not meet":

37. OO: I confirm the following statement: "We declare that we have read the Policy of the Integrated Management System in force in ORLEN Oil Sp. z o.o., compliant with the following standards: ISO 9001, ISO 14001 and PN-N-18001 and the requirements of AQAP 2011 available on the Orlen Oil Sp. z o.o. website and we declare that we will carry out the subject of the order in compliance with legal regulations."

Technical criteria - specific for ORLEN Południe S.A., ORLEN S.A. and ORLEN Oil Sp. z o.o., are assessed in the 0/1 formula "meets / does not meet":

38. OPD: I accept and enclose the signed Annex 9 - Quality requirements for oils. Bidders are required to confirm only the product specifications for which they are bidding.
39. OPD: I have read and accept Annex 11 - Sustainability Criteria Statement.
40. OPD: I confirm that the offered oils do not contain GMOs and have not been produced from seeds of genetically modified plants (GMO) and I enclose the signed Annex 12 - GMO Statement.
41. ORL: I accept and enclose the signed Annex 14 - Quality requirements for rapeseed oil.



42. ORL: I have read and accept Annex 16 - Sustainability Criteria Statement
43. OO: I accept Annex 18 - ORLEN Oil quality requirements for refined rapeseed oil.
44. OO: I confirm sending a sample of refined rapeseed oil in the amount of 1 liter to the ORLEN OIL Sp. z o.o.

If the above-mentioned formal and technical criteria are not met or the provided offer does not contain the required elements, the Purchasing Team may ask for the missing data to be supplemented as part of the additional enquiry. If the indicated deficiencies are not supplemented, the Bidder's offer may be rejected.

IV. COMMERCIAL OFFER - COMMERCIAL CRITERIA

The commercial offer must contain the following elements:

- a) Validity of the Offer: expected till 30.09.2024
- b) Payment term:
 - OPD: expected 30 days after delivery date
 - ORL: expected 30 days after delivery date
 - OO: expected 60 days from the date of correctly issued invoicePayment resulting from future invoices will be made in the split payment mechanism (SPLIT PAYMENT), referred to in the Act of March 11, 2004 on tax on goods and services (consolidated text: Journal of Laws of 2020, item 106, as amended).
- c) Volume flexibility at the Buyer's option:
 - OPD: expected +/-20%
 - ORL: expected +/-20%
 - OO: expected +/- 1 truck (~25 tons) for rapeseed oil
- d) Offered volume in tonnes.
- e) The following price components (OPD, ORL, OO):
 - FCA premium/discount to FOB Rotterdam quotations per 1 tonne of oil; expressed in EUR
 - cost of transport to the indicated place of delivery for 1 ton of oil; expressed in EUR
 - DDP premium/discount to the indicated place of delivery for 1 ton of oil; expressed in EUR
- f) OO: Lead time* from the date of order.
- g) Summary of the offer in a descriptive form – Word/PDF (OPD/ORL/OO)

**) The Lead time criterion applies only to bids submitted for a position to ORLEN Oil. For offers submitted for OPD and/or ORL items, please enter 0.*



V. METHOD OF EVALUATION OF OFFERS (CONNECT)

The criterion for evaluating offers that meet the formal and technical criteria: the lowest discounted DDP or FCA price with the cost of transport (i.e. the net price of the delivered goods) taking into account the FCA/DDP premium/discount offered and the cost of money over time resulting from the payment term.

VI. METHOD OF VALUATION OF GOODS (DELIVERY)

The net price of the delivered goods will be valued according to the following rules:

1. For deliveries in DDP formula:

$$Ct = (FOB Rotterdam + P + T) * K$$

where:

- **Ct** - means the net price for 1 tonne of oil of the quality in accordance with the Inquiry - price for the month of delivery.
- **FOB Rotterdam** - means the monthly average of daily quotations of crude rapeseed oil on the Rotterdam commodity exchange according to Reuters: Rapeseed Oil Dutch/Europe ex-mill FOB P1, RPEO-NLEURO-P1, determined at the end of each day (closing price) for transactions carried out for the period:
 - ORLEN Południe S.A. / ORLEN S.A.: in the month of delivery (expressed in Euro to two decimal places);
 - ORLEN Oil: in the month preceding the delivery (expressed in Euro to two decimal places).
- **P** - means a fixed premium to the FOB Rotterdam quotation per 1 tonne of oil (expressed in Euro).
- **T** - means the cost of transport to the indicated place of delivery for 1 tonne of oil (expressed in Euro).
- **K** - means the average NBP exchange rate for EUR/PLN calculated as the sum of the average daily EUR/PLN quotations at the NBP divided by the number of trading days for the period:
 - OPD / ORL: in the month of delivery (rounded to four decimal places);
 - OO: Euro currency or the average exchange rate of the NBP on the day preceding the day of issuing the invoice.

2. For deliveries in FCA formula:

$$Ct = (FOB Rotterdam + P) * K$$

where:

- **Ct** - means the net price for 1 tonne of oil of the quality in accordance with the Inquiry - price for the month of delivery.
- **FOB Rotterdam** - means the monthly average of daily quotations of crude rapeseed oil on the Rotterdam commodity exchange according to Reuters: Rapeseed Oil Dutch/Europe ex-mill FOB P1, RPEO-NLEURO-P1, determined at the end of each day (closing price) for transactions carried out for the period:



- ORLEN Południe S.A. / ORLEN S.A.: in the month of delivery (expressed in Euro to two decimal places);
- ORLEN Oil: in the month preceding the delivery (expressed in Euro to two decimal places).
- **P** - means a fixed premium to the FOB Rotterdam quotation per 1 tonne of oil (expressed in Euro).
- **K** - means the average NBP exchange rate for EUR/PLN calculated as the sum of the average daily EUR/PLN quotations at the NBP divided by the number of trading days for the period:
 - OPD / ORL: in the month of delivery (rounded to four decimal places);
 - OO: Euro currency or the average exchange rate of the NBP on the day preceding the day of issuing the invoice.

VII. THE VALIDITY OF THE OFFER

Bidders are asked to confirm the validity of the offer until 30.09.2024.

VIII. DEADLINE FOR SUBMISSION OF OFFERS

Bidders may submit offers until 31.07.2024, at 14:00 (Polish time).

IX. QUESTIONS AND CONTACT WITH ORLEN GROUP:

In case of any questions during the preparation of offers, please contact us via the Connect Purchasing Platform - the Questions/Answers functionality. Responses will be sent as soon as possible, subject to the following reservation. ORLEN Group reserves the right not to answer the questions if the question is asked less than 24 hours after the closing date for submission of offers specified in the Request for Proposal.

Please direct any questions regarding registration or functionality of the CONNECT Purchasing Platform in accordance with the information at the bottom of the page <https://connect.orlen.pl/>, telephone number to the website's Help Desk administrator +48 22 576 87 95.

X. CONTACT DETAILS:

Any questions regarding the subject of the inquiry as well as the details of the purchasing procedure should be directed to:

Marcin Czerzniewski (ORLEN) – tel. +48 24 256 75 11; marcin.czerzniewski@orlen.pl

Hanna Starzycka-Tupaj (ORLEN Południe) – tel. +48 24 201 00 57; hanna.tupaj@orlen.pl

Katarzyna Romańska (ORLEN Oil) – tel. +48 605 855 236, katarzyna.romanska@orlenoil.pl

XI. ADDITIONAL INFORMATION:

- a) ORLEN Group reserves the right to carry out multi-stage negotiations.
- b) ORLEN Group reserves the right to reject an incomplete offer, or if, at the stage of offer evaluation, it finds after data verification that the data provided by the Bidder are untrue and this may influence the outcome of the procurement procedure.



- c) ORLEN Group reserves the right to freely select the entity/entities with which negotiations will be conducted with regard to part or all of the scope of the submitted responses and to conclude an contract with more than one Contractor selected through negotiations, the scope of the contract may cover all or part of the scope of the submitted response to the Request for Proposal.
- d) ORLEN Group reserves the right to reject the issuance of references without giving any reason.
- e) ORLEN Group stipulates that the contract will be concluded upon signing it by a company from the ORLEN Group and the Supplier.
- f) ORLEN Group stipulates that confirmation of the agreed terms of the contract may be made by ORLEN Group companies only by persons with appropriate powers of attorney.
- g) ORLEN Group reserves the right to make changes to the contract draft.
- h) ORLEN Group reserves the right to:
 - changes to the contract award conditions;
 - cancellation of the Purchasing Procedure without giving a reason;
 - not selecting any of the submitted offers without giving a reason;
 - leaving without consideration an offer inconsistent with the requirements of this Request for Proposal.

In the event of the above circumstances, the Bidders shall not be entitled to any claims against ORLEN Group.

XII. ATTACHMENTS:

Formal general:

Annex 1 – Code of conduct for CG ORLEN Suppliers

Annex 2 – Information protection

Annex 3 – REACH Declaration

Annex 4 – Sanction clause

Annex 5 – Beneficial Owner Statement

Annex 6 – GDPR information clause

Annex 7 – Lack of links with the ORLEN Group statement

Annex 8 – No tax arrears statement

Formal specific:

Annex 10 (OPD) – Basis of the goods valuation

Annex 13 (OPD) - Draft of the Framework Agreement/Annex to the Framework Agreement

Annex 15 (ORL) – Basis of the goods valuation

Annex 17 (ORL) – Draft of the Contract

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Annex 19 (OO) - General Conditions for Purchasing of Goods And Provision Of Services

Technical:

Annex 9 (OPD) – Quality requirements for oils (Annexes 9.1-9.4)

Annex 11 (OPD) – Sustainability criteria

Annex 12 (OPD) – GMO Declaration

Annex 14 (ORL) – Quality requirements for rapeseed oil

Annex 16 (ORL) – Sustainability criteria

Annex 18 (OO) – Quality requirements for refined rapeseed oil

We invite you to submit offers.

Kind regards,

Purchasing Team