



## REQUEST FOR QUOTATION - PKN/2/003285/24

Dear Sirs,

On behalf of ORLEN Group, we would like to invite your company to submit an offer for deliveries of HVO and neat SAF / HEFA-SPK to ORLEN GROUP (ORLEN S.A., ORLEN Lietuva and ORLEN Unipetrol) in Q4 2024 - 2025.

Below we present the details of the Request for Quotation - RFQ.

### I. SUBJECT OF THE REQUEST FOR QUOTATION AND CONDITIONS:

▪ **COMPANY:**

ORLEN S.A. VAT no. PL7740001454,  
ORLEN Unipetrol RPA VAT no. CZ699000139,  
ORLEN Lietuva VAT no. LT664517219

- **Product:** Certified Hydrotreated vegetable oil (**HVO**) and Hydrotreated esters and fatty acids synthetic paraffinic kerosine (**HEFA-SPK**) - known as a neat Sustainable Aviation Fuel (**SAF**), meeting the Sustainability Criteria, with parameters consistent with the quality specification attached to the RFP (Att. No. 1).

- **Delivery period:** **HVO:** ~01.11.2024 - 31.12.2025; **neat SAF/HEFA-SPK:** ~01.06.2025 - 31.12.2025

- **Volume:** **HVO:** estimated up to 153 k tonnes; **neat SAF / HEFA-SPK:** estimated up to 26-29 k tonnes

▪ **Delivery terms and place:**

ORLEN S.A.: FOB/CIF vessel to Gdańsk Martwa Wisła, Gdańsk Naftoport, Gdynia, and FCA/DDP train to Płock (train for HVO),

ORLEN Unipetrol RPA: FCA/DDP train to Kralupy and Pardubice,

ORLEN Lietuva: **HVO:** FOB/CIF vessel to Klaipeda or other Baltic ports, / tank Klaipeda or DDP truck to Mazeikiu, **neat SAF/HEFA-SPK:** CIF vessel to Klaipeda or other Baltic ports, DDP truck to Mazeikiu. in accordance with INCOTERMS 2020

- **Means of transport:** railway, truck, vessel – please find details in Attachment no. 10.

### II. METHOD OF SUBMITTING OFFERS:

Bidders are requested to submit bids only via Connect Purchasing Platform. The offer must consist of a formal and commercial part.

### III. FORMAL OFFER - FORMAL CRITERIA

The formal offer should include the documents and statements required in the formal part on Connect platform.

Please note, failure to formal criteria confirmation may result in the offer rejection. The requirements described in formal criteria are essential for evaluating and qualifying suppliers to further trade negotiations. Please be informed that ORLEN will invite for negotiation only those suppliers meeting formal requirements 0/1.

### IV. COMMERCIAL OFFER - COMMERCIAL CRITERIA

The commercial offer must contain all the elements required in the commercial part on Connect platform.

**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



The pricing formula in acc. with Attachment No. 2 based on:

- A. **HVO price USD/t** = Quotations ULD (AAVBG00) \* 0.845/0.78 + Premium USD/t + transport cost USD/t  
Or  
**HVO price USD/m<sup>3</sup>** = (Quotations ULD (AAVBG00) \* 0.845/0.78 + Premium USD/t + transport cost USD/t) \* 0,78
- B. **SAF\* price USD/m<sup>3</sup>** = (Quotations Platts JET CIF NWE (PJAAU00) + Premium USD/t + transport cost USD/t) \* 0.8  
or  
**SAF\* price USD/t** = (Quotations Platts JET CIF NWE (PJAAU00) + Premium USD/t + transport cost USD/t) \* 0.8 / actual or reference SAF density

Please quote:

1. Components of pricing formula specified in commercial part
2. Offered based volume in tonnes per product and entity
3. Offered volume flexibility in Buyer option: expected +/-30%
4. Payment term: expected 60 days after delivery month
5. GHG emission: it is expected that the Bidder will determine the maximum guaranteed GHG emission expressed in g CO<sub>2</sub> eq/MJ by providing the guaranteed emission level in the commercial part. Please provide GHG emission for the European Union.
6. Feedstocks to be used in HVO and neat SAF / HEFA-SPK production per product and entity.

The tender currency is **USD**. Currency for settlement of payments USD (ORLEN) or EUR (ORLEN Lietuva and ORLEN Unipetrol).

The subject of the bid evaluation is the **DDP price**, which consists of quotations, premium, transport cost, cost of money over time resulting from the payment term. Please note that the payment term affects the value of your bid.

The value of maximum **GHG emissions** and volume flexibility, among other commercial parameters, will affect the attractiveness of the offer and the company's ranking in Supplier selection.

## V. THE VALIDITY OF THE OFFER

Bidders are asked to confirm the validity of the offer until **30.11.2024**.

During the offer validity period, the offer is irrevocable, Bidder is not allowed to withdraw the offer and/or modify the offer to the detriment of Buyer. Modification to the detriment of Buyer is in particular reduction in volume and/or increase in price.

## VI. DEADLINE FOR SUBMISSION OF OFFERS

Bidders may submit offers until **19.09.2024, at 2:00 p.m.** (Polish time).

## VII. QUESTIONS AND CONTACT:

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 Quotation.



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/> , phone number to the website's Help Desk administrator +48 22 576 87 95.

#### VIII. CONTACT DETAILS:

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

Jolanta Matacz: [Jolanta.Matacz@orlen.pl](mailto:Jolanta.Matacz@orlen.pl);

Paulina Poniatowska: [Paulina.Poniatowska@orlen.pl](mailto:Paulina.Poniatowska@orlen.pl)

We invite you to submit offer.

Kind regards,  
Purchasing Team

*ORLEN 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. ORLEN reserves the right to select at its sole discretion the company/companies with whom ORLEN will conclude the agreement and reserves the right to conclude the agreement with more than one Supplier, selected through negotiations. The scope of the agreement can cover a part or a total scope of the presented quotation. Moreover ORLEN reserves the right to cancel this invitation for tenders and withdraw from negotiations without giving any reason. Bidders are not eligible for any claims against the Inviting Party in this connection. This letter is an invitation for negotiations in the understanding of Art. 72 of the Polish Civil Code, and thus does not apply provisions regarding offer in the understanding of Art. 66 of the Polish Civil Code. The offer is valid for the period agreed upon the parties and cannot be withdrawn by the Bidder before the end of this period or changed to the detriment of the Buyer. ORLEN stipulates that confirmation of the agreed terms of the contract may be made only by persons with appropriate powers of attorney.*