**Terms of Reference:**

**Enquiry**

**Supply of Diesel Cetane Improver**

**For ORLEN GROUP:**

**ORLEN S.A., ORLEN Lietuva, ORLEN UNIPETROL**

**with deliveries from 03.2025 to 02.2027**

Dear Sirs,

We are pleased to invite you to submit your offer for the deliveries of the **Cetane Improver.** The product is to be applied in diesel blending process of **ORLEN S.A**., **ORLEN Lietuva and ORLEN Unipetrol.**

The Buyer reserves the right to:

* selecect different suppliers for each refinery;
* buy planned quantity from two or more companies, basing on the offers there will be taken the decision on the volume spend among suppliers.

The Buyer will not be obligated to purchase the specified quantities of the product.

**The quantities per annum:**

**ORLEN Lietuva** – 1180 tons + option 30% (354 tons)

**ORLEN S.A**. – 720 tons + option 30% (216 tons)

**ORLEN Unipetrol Litvinov -** 222 tons + option 30% (77 tons)

**ORLEN Unipetrol Kralupy -** 275 tons + option 30% (82,5 tons)

The quantities for each refinery represent estimated annual consumption. The product consumption may vary as it depends on the base fuel quality therefore the contracts do not guarantee the quantities.

**Estimated timeframe of the contract:**

The contracts are to be concluded for 1 (one) year till February 28th 2026 with an option to prolonged over 1 year as a Buyer’s option

**Pricing:**

**Please attach your price formula *if different than the recommended one* with historical values and the future trends on the quoted raw materials prices together with the information of fixed cost and transport**

Please enclose an Offer with a fixed price EUR/t or price formula calculation.

prices in EUR/t  (DDP base as stated below);

Recommended Price formula =  **0.75 x P 2-EH + CF + TC**

where:

P = price of Good expressed in EUR/T for shipments in a calendar month

0,75 = represents 750 kg of 2-Ethylhexanol per 1000 kg of the Good

**P2EH** = average minimum price of 2-EH from a previous calendar month according to ICIS Pricing (2EH FD NWE Low for Europe)

CF = fixed production costs EUR/T

TC= fixed transport cost EUR/T

**Product requirements:**

Purity : not less than 99 % mass

Density at 15oC : 967 ± 5 kg/m3

Water content: max. 400 ppm

Flash point: min. 65°C

Acidity (HNO3): max. 30 ppm

Required documents for the delivered goods:

certificate of analysis with stated purity and density in 15 degrees Celsius,

Material Safety Data Sheet in the Buyers’ language (Lithuanian, Polish and Czech),

data on batch REFRACTIVE DISPERSION acc to. ASTM D 1218

**General requirements:**

Packing: 20-24 MT bulk shipped in tank truck or tank containers.

* The containers are to be of good condition designed for the pressure of 4 bars ( not less than 4 bar.). The containers should have an operating and inspected safety valve and a drain connection VK80 Pn16 DIN 28 450. Suppler should guarantee the operative condition of the container and the safety valve. (Or attach copies of latest inspection certificates of each container).
* Deliveries shall be realized in specific month on the base of written schedule, given in a separate Purchase Order, submitted to the Seller.
* Maximum lead time: 10 working days, expected flexibility of deliveries (postponed or hastened) depending on the production unpredicted needs. Please specify the times and conditions of urgent delivery – from the date of the ordering.
* During loading/unloading operations, driver must wear the following personal protective equipment (PPE): safety footwear, PPE for eyes (safety glasses with side shields), safety helmet, gloves, safety work clothing certified under national standarisation system (antistatic) and recommended to have certification under national standardization system (fire-retardant) and fulfill any destination caountry‘s requirements that may accure and are valid at the time of unloading
* The excise duty procedure will depend upon the CN code of the product and applicable regulations in a destination country.

*Please find below the specific requirements for each refinery:*

1. **The Requiremets for ORLEN S.A. (VAT code: PL7740001454):**

The product is to be delivered to ORLEN S.A. in Płock ul. Chemików 7, 09-411, (Poland).

Unloading place for delivery of the Goods in bulk: Oil Blending Unit.

Delivery base: DDP ORLEN S.A. Płock, Blending Unit in accordance with INCOTERMS 2020

1. **The requirements for ORLEN Lietuva ( VAT code: LT664517219):**

The product is to be delivered to ORLEN Lietuva; Mažeikių St. 75, Juodeikiai village, LT-89467 Mažeikiai District Municipality (Lithuania)

DDP warehouse D03, in accordance with INCOTERMS 2020.

1. **The Requiremets for ORLEN Unipetrol RPA. (VAT Code:** **CZ699000139):**

The product is to be delivered to

1. Záluží 1, 436 70  Litvínov, Czech Republic
2. O. Wichterleho 809, 278 01  Kralupy nad Vltavou, Czech Republic

Delivery base: DDP ORLEN Unipetrol RPA, in accordance with INCOTERMS 2020.

* tank truck should be equipped with a hose with length min. 6 meters
* tank truck should be equipped with a compressor (specific for Kralupy)
* a connection via the MK80 ending is required (specific for Litvinov)

**General for ORLEN GROUP:**

1. payment terms and conditions.

Our standard term of payments are:

* 60 days for ORLEN S.A.,
* 90 days for ORLEN Lietuva and ORLEN Unipetrol,

therefore please use these in your offer.

All the information required for the process are given in the criteria list to be submitted on the Connect platform.

1. Chemical substance shall meet requirements of European Parlament and Council Regulation   (EC) No.1907/2006 on chemical substances registration, evaluation, authorization and restriction  (REACH). MSDS shall meet requirements of the (EC) No.453/2010 and Council Regulation (EC) No. 1272/2008 on classification, labeling and packaging of substances and mixtures.

The offer shall refer to our General Terms of Purchase attached to the enquiry. In case of submitting Purchase Order General Terms of Purchase of Conditions of ORLEN GROUP shall apply.

Your offer should contain:

* A Valid official company registration document (or KRS) with information on authorized representatives and authorization for the representative acting on the platform.
* Statement, that the company does not have any arrears in VAT and Social Security payments as well as other taxes and public fees due to conducted business activity (applies to the last 6 months).
* Statement, that you are an active taxpayer (if registered in Poland).
* Financial documents on your company (balance, profit and loss etc. for last two accounting years)
* Information on the Bidders’ experience and market share together with the monthly production capacity.

Your offer shall be evaluated upon above mentioned technical and commercial conditions.

If an offer is submitted not in line with the above mentioned rules the Buyer is entitled not to consider it.

The Buyer will not be obligated to purchase the specified quantities of the product.

*The Bidder acknowledges that all signs used in the business activity of ORLEN S.A., including trademarks, non-registered marks and the company name are subject to legal protection on the basis of registration with appropriate offices or legal provisions for ORLEN S.A. Any use of the abovementioned signs without the consent of ORLEN S.A. as well as authorizing third parties to such use will constitute an infringement of the rights of ORLEN S.A.*

*In case a Contract is concluded ORLEN S.A. General Terms of Purchase of Conditions shall apply.*

*Orlen S.A. 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 S.A. 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., thereby regulations concerning the bids do not apply in the understanding of Art. 66 and the following.*

Best Regards,

Justyna Rosłoniak

Biocomponents Procurement Team

Procurement Area

ORLEN S.A.

ul. Bielańska 12, 00-085 Warszawa, Poland