



Inquiry no
PKN/2/001856/25

ORLEN Spółka Akcyjna with its registered office in Płock, ul. Chemików 7, 09-411 Płock, entered into the National Court Register kept by the District Court for Łódź-Śródmieście in Łódź, 20th Commercial Division of the National Court Register under KRS number: 0000028860, NIP number: 774-00-01-454, REGON number: 610188201, BDO no.: 000007103, share capital/paid-in capital: PLN 1,451,177,561.25, being an active VAT payer, hereinafter referred to as the "Inviting Party" and/or "ORLEN", invites you to submit an Offer for:

RFI Crude Oil Desalter Unit - Pilot Plant

The detailed scope of work is included in the purchasing procedure and attachments

1. **Delivery:** please write in weeks from receiving signed order.

The Inviting Party reserves the right to change the date of work completion for technological/production/organizational reasons

2. **Address of the service:** Centrum Badawczo-Rozwojowe, 09-400 Płock, ul. Łukasiewicza 35
3. **The deadline for submitting Offers** is located directly on the Connect Platform - the Inviting Party may decide to change the deadline for submitting Offers, about which it will inform the Offerors via PZ CONNECT.
4. **Validity period of the Offers:** preferably 6 (six) months from the date of submission of the Offer.

(NOTE: In connection with the entry in the register of entrepreneurs of the National Court Register of the amendment to the Statute of ORLEN, consisting in changing its company (name), it is stated that in a situation where the company (name) Polski Koncern Naftowy ORLEN was used in the internal organizational files and other attachments to the Inquiry Spółka Akcyjna or PKN ORLEN S.A. this should be understood as the new company (name) ORLEN S.A.)

I. GUIDELINES AND PROCEDURE FOR SUBMITTING OFFERS

Offers in Polish must be complete and prepared taking into account the information provided in this Inquiry. The required data should be submitted only via the Connect Platform (<https://connect.orlden.pl/>) in forms specially prepared for this purpose, and other documents should be attached in the form of scanned and signed attachments. In the case of Offers from Bidders who do not have their registered office or branch in Poland, the Inviting Party allows the submission of Offers in English

The offer must be legible (that is, capable of being read) and should clearly specify the offered terms and conditions. We expect comprehensive and specific answers to all issues presented in the Inquiry. These answers should be provided in the form of concise descriptions and, where required, in tabular form or attachments. If any of the requirements specified in the Inquiry are not met in part or in full, please indicate this fact clearly.

Please be advised that it is not possible to submit partial offers for individual tasks (items) without the obligation to offer for all of them. ORLEN will select Offers for a given item - each item will be considered individually and will not be combined with the others.

The Inviting Party envisages a two-stage parallel process of submitting Offers, which means that the Offeror submits a commercial Offer in parallel with the formal and technical Offer..

II. SUBMITTING FORMAL AND TECHNICAL OFFERS

The evaluation of Offers will take place according to the following criteria: formal, technical and commercial.

By answering YES/NO or submitting declarations by selecting one of the options: YES (I declare) or NO (I do not declare), or in the form of forms/attachments on the Connect Platform. Formal and technical criteria are assessed 0/1, i.e. rating "0" - does not meet, rating "1" - meets, which means that in the case of the evaluation result "does not meet" (grade "0") for one or more criteria, the Offer is disqualified and is not subject to further evaluation.

Formal and technical documents cannot contain any commercial elements, including, in particular, information on remuneration - including information on the offered prices in the formal and technical Offer will result in disqualification of the Offer from further stages of the procedure.

Part I – FORMAL (form of formal and general criteria):

- 1) [D] Nazwa Firmy, adres, telefon, e-mail. / Company name, address, phone no, e-mail.
- 2) [D] Wskazanie osoby, z którą należy kontaktować się w sprawie złożonej Oferty – imię i nazwisko, telefon, e-mail. / Indication of the person to contact regarding the submitted Offer – name, surname, phone no, e-mail.
- 3) [O] Aktualny odpis z KRS, wyciąg/wypis z jawnych danych i informacji udostępnianych przez CEiDG lub inny dokument rejestrowy Oferenta + Pełnomocnictwo osób/osoby podpisującej ofertę (w przypadku jej podpisywania przez osoby/ę nie wymienioną w KRS lub CEDG) - tu należy załączyć dokumenty / Up-to-date copy from KRS [Krajowy Rejestr Sądowy – National Court Register], extract/excerpt from open data and information made available by CEiDG [Centralna Ewidencja i Informacja o Działalności Gospodarczej – Central Registration and Information on Business] or other registration document of the Tenderer + Power of Attorney of the person(s) signing the tender (if signed by one not listed at KRS or CEiDG) – documents to be attached here.

Note: Formal evaluation is also subject to 12 statements completed in the Bidder's Declaration form posted on the Connect Purchasing Platform.

Part II – TECHNICAL (technical/substantive criteria form):
The technical criteria must be strictly met (failure to meet them will result in rejection of the Offer).

III. SUBMITTING A COMMERCIAL OFFER (commercial criteria form):

Submitted in Connect in parallel with the formal and technical offer by completing the appropriate fields in the system and in the form of a scanned document. The offer will be verified for compliance with specific commercial criteria, i.e. whether it contains all the information required for its commercial part - rating 0/1 (rating "0" - does not meet, rating "1" - meets, which means that in the event of (rating "does not meet" (rating "0") for one or more criteria, the Offer is disqualified and is not subject to further evaluation).

Uwaga:

The payment resulting from the invoice will be made in the split payment mechanism referred to in the Act of March 11, 2004 on tax on goods and services, only to the bank account indicated by the Bidder and included in the list of VAT payers kept by the competent administrative authority (the so-called white list). This applies to both bank accounts kept in Polish zloty and foreign currencies.

IV. SUBMITTING OFFERS BY CONSORTIATIONS

1. In the case of a consortium, the documents required in the Inquiry are submitted by all consortium participants, provided that the required statements and declarations may be submitted by the consortium leader on behalf of each of the consortium participants. Additionally, it is required to submit a copy of the consortium agreement and a power of attorney of the consortium leader or its members to represent the other consortium members.
2. The consortium leader is responsible for meeting all formal requirements towards ORLEN, e.g. paying a deposit or other performance guarantee (if required).
3. All issues regarding the form and detailed requirements related to the deposit are determined by the Purchasing Team depending on the needs of a given purchasing process. The deposit should properly secure the Offer submitted jointly by the Bidders. Another form of securing ORLEN's interest is allowed - the decision is made by the Purchasing Team.
4. Data provided by the Bidders jointly applying for the Agreement confirming that they have the appropriate and required knowledge and experience, human and technical potential as well as economic and financial situation, are subject to a joint assessment by ORLEN. If there is a requirement to have appropriate authorizations, they may only be met by those members of the consortium who will actually perform the part of the contract for which such authorizations are required.
5. If financial verification is necessary, all consortium participants are subject to verification. In such a case, the Merchant will ask the consortium leader to provide information on the percentage involvement of individual consortium participants in the total estimated value of the Procedure.
6. It is required to submit a declaration with defined obligations of consortium members and information on the percentage involvement of individual consortium participants in the total estimated value of the Offer, if the above is not included in the consortium agreement.
7. Changing the composition of the consortium (except for changing the roles in the consortium) during these proceedings requires the consent of the Inviting Party.
8. All members of the consortium are jointly and severally liable for the implementation and obligations arising from the Agreement

V. ADDITIONAL INFORMATION FOR THE OFFERER

ADDITIONAL QUESTIONS/ANSWERS

During the preparation of Offers, the Bidder has the right to submit additional questions regarding this Inquiry within the deadline specified on the Connect Platform. Questions must be submitted in writing via the Connect Platform and should not contain any information that could identify the company that submitted the question. The responses will be prepared with the utmost care and sent by the Purchasing Team to all Bidders as soon as possible, subject to the conditions below.

If the question contains confidential information of the Bidder, it will be clearly marked by the Bidder, and ORLEN reserves the right to answer only the Bidder who asked the question. If such a response would be important for the preparation of the Offer, ORLEN will provide such information to all Bidders, ensuring that sensitive information will not be made available.

The inviter reserves the right to refuse to answer submitted questions without giving reasons.

CRITERIA FOR EVALUATION/SELECTION OF OFFERS

The opening and evaluation of Offers will be performed by the Purchasing Team appointed for this purpose without the participation of the Bidder. Based on the information sent, the Purchasing Team will evaluate all Offers based on previously established criteria and their weight. The best solution will be the service that meets ORLEN's criteria to the greatest extent in terms of content and commercial aspects. The Inviting Party will immediately notify the Bidders via the Connect Platform about the outcome of the proceedings or about the closure of the proceedings without making a choice.

Offers will be assessed in 3 stages:

Stage 1. Checking the fulfillment of formal requirements.

Stage 2. The technical part of the Offer is assessed.

Stage 3. The commercial part of the Offer is assessed.

The Inviting Party reserves the right to request the Bidder to supplement the submitted Offer to the extent that is assessed during stages 1 to 3, as well as to conduct additional commercial negotiations in the form of telephone calls, teleconferences, meetings, inquiries on the Connect Platform or an electronic auction. The Bidder will be obliged to submit revised commercial terms and conditions made during additional negotiations within the deadline set by the Inviting Party.

In the event of the absence of the Bidder's representative during direct or telephone negotiations or failure to participate in the electronic auction to which he was invited, or failure to deliver a revision of the Commercial Offer within the deadline set by the Inviting Party, unless the Bidder has previously sent information about his resignation from participation in further proceedings, the Inviting Party will consider the last submitted Offer of this Bidder as final.

The Inviting Party will select the Contractor(s) among the Bidders whose Offers meet all formal, technical and commercial criteria referred to in point. II and III above, with the criterion determining the selection of the Contractor(s) being:

the lowest value of the Offer for all the work specified in the Inquiry, taking into account other cost factors, such as the payment deadline (so-called full selection).

1. INFORMATION PROTECTION CLAUSE

a. The Bidder undertakes to keep secret all information contained in this Inquiry, as well as information obtained during or in connection with the proceedings conducted on the basis of this Inquiry (including information regarding: the fact of inviting the Bidder to participate in the above-mentioned procedure, submitting offers, conducting commercial negotiations and concluded contracts) and not to use this information for purposes other than the Bidder's participation in the above-mentioned proceedings, as well as not to make it available to third parties without the prior written consent of ORLEN. The obligation to keep the information confidential is binding for the duration of the above-mentioned proceedings. in the proceedings, as well as for a period of 3 years after its completion.

ORLEN Spółka Akcyjna

Siedziba w Plocku: ul. Chemików 7, 09-411 Plock, tel. +48 24 256 00 00

Wpisana do Krajowego Rejestru Sądowego prowadzonego przez Sąd Rejonowy dla Łodzi-Śródmieścia w Łodzi

XX Wydział Gospodarczy pod numerem 0000028860

NIP 774 00 01 454, BDO 000007103, kapitał zakładowy/kapitał wpłacony: 1 451 177 561,25 zł

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b. If it is necessary to access or provide the Bidder, in any form, with information constituting a Trade Secret or a Company Secret of ORLEN, understood as a particularly protected type of Business Secret of the Inviting Party, the Bidder, before receiving and starting the processing of such information, is obliged to immediately conclude a separate Agreement with ORLEN in accordance with the internal files of the Inviting Party, the subject of which will be the principles and conditions of their protection.

c. If, in connection with the proceedings conducted on the basis of this Inquiry, there is a need to access or transfer personal data to the Bidder within the meaning of applicable provisions on the protection of personal data, the Bidder is obliged to conclude an appropriate, separate agreement with ORLEN before processing such data, which will cover the principles and conditions of protection and processing of this data.

d. If it is necessary to obtain Offers from subcontractors, the Offeror may provide them with the information referred to in point. a. above only to the extent necessary to obtain these Offers, at the same time obliging these subcontractors in writing to maintain confidentiality on the terms described in this point. 3.

VI. DISCLAIMER

1. The Bidder submitting an Offer is obliged not to act in the proceedings in question as a Subcontractor of another Bidder participating in these proceedings and/or as a member of a consortium. An exception is a multi-industry procedure in which the Bidder submitting an Offer may only act as a subcontractor of another Bidder or a member of a consortium for an industry that is not the leading industry in this procedure.
2. The Bidder is obliged to regularly update his/her data on the Bidder's account on the Connect Platform. The Bidder's data in the submitted offer should be consistent with the Bidder's data included in the Bidder's account on the Connect Platform.
3. The offer should be prepared chronologically in accordance with the points specified in the Inquiry.
4. ORLEN reserves the right to reject an incomplete Offer or when, at the stage of Offer evaluation, after verifying the data, it finds that the data provided by the Bidder is false and this may affect the result of the proceedings conducted on the basis of this Inquiry. The Offeror is not entitled to any claims against the Inviting Party in this respect.
5. ORLEN reserves the right to freely select the entity/entities with which negotiations will be conducted in relation to part or all of the scope of the submitted Offers and to conclude an Agreement with more than one Contractor selected through negotiations, and the scope of the Agreement may cover all or part the scope of the submitted response to the Inquiry.
6. ORLEN reserves the right to terminate the purchasing procedure without making a choice and to withdraw from negotiations without giving a reason. The Bidders are not entitled to any claims against the Inviting Party in this respect.
7. ORLEN reserves the right to reject the issuance of references without giving a reason.
8. ORLEN reserves that the Agreement will be concluded upon signing it by authorized representatives of both parties, provided that if the Bidder receives copies of the Agreement signed by ORLEN and does not return the copy of the Agreement signed by him to ORLEN within 14 calendar days from the date of their receipt, then ORLEN will be entitled to submit to the Bidder - within the next 60 calendar days from the date of expiry of the previously indicated fourteen-day period - a declaration of withdrawal from the Agreement. If ORLEN submits such a declaration, the Agreement will be considered not concluded.
9. ORLEN reserves that confirmation of the agreed terms of the Agreement may only be confirmed by ORLEN by persons with appropriate power of attorney.
10. ORLEN reserves the right to request that Bidders submit (in the form of attachments) documents regarding financial credibility for verification. If the Inviting Party informs the Bidder that, as a result of the assessment of the Bidder's financial standing, the Bidder received an unsatisfactory assessment in this respect, ORLEN reserves the right to demand from the Bidder, in the event of selecting its Offer, security in the form of a bank or insurance guarantee submitted for the period of implementation of the Agreement and for the period of the quality guarantee.

ORLEN Spółka Akcyjna

Siedziba w Plocku: ul. Chemików 7, 09-411 Plock, tel. +48 24 256 00 00

Wpisana do Krajowego Rejestru Sądowego prowadzonego przez Sąd Rejonowy dla Łodzi-Śródmieścia w Łodzi
XX Wydział Gospodarczy pod numerem 0000028860

NIP 774 00 01 454, BDO 000007103, kapitał zakładowy/kapitał wpłacony: 1 451 177 561,25 zł
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11. This Inquiry constitutes an invitation to negotiations, and therefore the provisions of the Civil Code regarding the Offer (in particular Article 66 of the Civil Code et seq.) do not apply. At the same time, ORLEN reserves that the mere fact that the parties to the negotiations reach an agreement on all contractual provisions that were the subject of negotiations does not mean the conclusion of the Agreement. The contract is concluded at the moment specified in section 8 above.
 12. The Bidder bears all costs related to the preparation and submission of the Offer, both those incurred by himself and other persons he uses, and is not entitled to claim for reimbursement of these costs.
 13. During and after the proceedings conducted by ORLEN on the basis of this Inquiry, the Offers are not entitled to any appeals.
 14. ORLEN informs about the possibility of using the payment processing program, the purpose of which is to provide ORLEN's Contractors with the possibility of obtaining payment for services performed and goods delivered before the payment deadline, however, the Inviting Party reserves the right to refuse - the Contractors are not entitled to any claims against ORLEN in this respect

Yours sincerely,

Mariusz Masztakowski

ORLEN S.A.

ul. Chemików 7, 09-411 Płock

tel: +48242422754, kom. +48667601585

E-mail: Mariusz.masztakowski@orlen.pl

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Att. 1 Technical informations

REQUEST FOR INFORMATION (RFI)

I. REFERS TO

Market research in the scope of laboratory scale unit to be able to examine desalting results and parameters of different mixtures of crude oils before distillation process.

Special attention is to be able to examine the effluent water after desalting process.

Experience and references for such unit would be beneficial.

ORDERING PARTY

ORLEN Spółka Akcyjna,
ul. Chemików 7, 09-411 Płock
KRS: 0000028860
NIP: 7740001454
REGON: 610188201
(hereinafter: „**ORLEN**”)

II. RFI SUBJECT DESCRIPTION

The purpose of this information request is to learn about available solutions, devices (along with their required specifications) for desalting of the mixtures of the crude oils (before distillation process) , dedicated to R&D departments and laboratories. The desalter unit (pilot plant) should enable comfortable work and be as universal as possible in terms of possible samples to be tested. Beneficial would be possibility to on-line analysis of the effluent water. In addition, the purpose is to learn about experience and knowledge in the implementation of this type of units, as well as potential cooperation in the purchase, connection, implementation and start-up of the unit at ORLEN.

The pilot plant unit basic specification

- Ability to operate as a stand-alone unit to be able to desalt mixture of crude oils as a feed
- Ability to add demulsifying agent (chemical addition line) and addition range
- Water injection range
- Possibility of on-line analysis of typical products (effluent water and desalted oil)
- Desalting and dehydration efficiency
- Feed tank capacity
- Temperature and pressure range for the process
- Process Voltage range

III. THE SCOPE OF RFI

In response to this Request for Information, please provide the following information:

ORLEN Spółka Akcyjna z siedzibą w Płocku
09-411 Płock, ul. Chemików 7, tel.: (+ 48 24) 256 00 00, www.orlden.pl
wpisana do Krajowego Rejestru Sądowego prowadzonego przez Sąd Rejonowy XX Wydział Gospodarczy w Łodzi pod numerem: 0000028860
NIP: 774-00-01-454, kapitał zakładowy / kapitał wpłacony: 1.451.177.561,25 zł

- a) information about ownership in its commercial offer of the pilot plant unit in laboratory scale, dedicated to R&D departments and research units;
- b) presentation of previous experience in the sale and implementation of this type of unit;
- c) presentation of the specifications and important parameters of the unit for the above specification;
- d) information about the dimensions of the desalter unit and peripheral devices;
- e) information on the possible versatility of such devices in terms of the potential possibility of testing crude oils mixtures and any alternative feeds;
- f) presenting information about this type of units – their maximum sizes, shapes, limitations;
- g) indication of potential other machines / devices / equipment / tools that must or recommended to accompany the device (samples preparation, on-line analyses, etc)
- h) information about safety measures that must be ensured when working on the device;
- i) general information about occupational health and safety, fire protection, construction and environmental requirements, etc., that must be met when working on the device;
- j) requirements that must be met by the laboratory / room / hall in which the device will be used;
- k) defining the hazards that must be taken into account when working with the device (e.g. fire hazard, explosion hazard – generation of EX zones, etc.);
- l) information about the media that must be provided for the correct operation of the device;
- m) information about the power sources of devices;
- n) information whether the device will be equipped with measuring and recording equipment for process control indicators and process safety control;
- o) information about which components of the device are most exposed to wear and tear as a result of use;
- p) determining the optimal spatial layout for working with the device, the minimum required space, the planned space for access during normal operation and for dismantling elements;
- q) information about the requirements for power supply, control, lighting, grounding and installation of device elements;
- r) information whether an explosive/flammable/toxic gas detection system is required;
- s) analysis of ventilation needs for safe and comfortable work with the device;
- t) analysis of heating / air conditioning needs for safe and correct operation of the device;
- u) information whether the device requires noise protection;
- v) analysis of the amount and types of waste generated during the operation of the device;
- w) estimated cost of such device and estimated timing to realize the project

IV. RULES OF PARTICIPATION

1. ORLEN shall not be liable for any costs or liabilities related to the preparation of responses by the Persons Submitting Information, and in particular those related to initiating the response to the Inquiry, preparing and submitting the response.
2. This Request for Information is not a Request for Proposal, an invitation to negotiations, or any other form of obligation of ORLEN to conclude an Agreement with the Submitter of a response to the Request for Information, or to conclude a preliminary, direct or indirect agreement. No claims against ORLEN are entitled in this respect.
3. ORLEN reserves that this Request for Information does not constitute an invitation to submit Offers, and the answers provided will be of informative nature. In this case, the provisions of Article 66 et seq. of the Civil Code concerning Offers shall not apply.
4. Responses to this Inquiry submitted after the deadline may not be considered.
5. ORLEN reserves the right to arbitrarily select entities that will be invited to the formal Contractor selection process.
6. An integral part of the Information Request are the requirements specified directly on the Connect platform

V. CONFIDENTIALITY

The Bidder undertakes to treat all information resulting from this RFI as confidential. Information regarding the invitation to participate in this action and the fact of submitting an offer may be provided by the bidder only after obtaining the written consent of the Company to provide third parties or publish such information.

VI. EXPECTATIONS REGARDING THE CONTENT OF OFFERS

Presenting a description taking into account the elements specified in point II and III of this inquiry.

VII. CONDITIONS NECESSARY FOR CONSIDERATION OF A SUBMITTED RESPONSE TO RFI

1. The language of the response to this RFI should be Polish or English.
2. When submitting a response to the RFI, the Bidder must ensure that the exact identification of the company and the signatures of persons authorized to represent the Bidder in the scope of this procedure appear on the documents submitted.
3. The RFI response should include the following information:
 - Company name, address, telephone number, e-mail.
 - Names and surnames of persons representing the Company.
 - Indication of the contact person to contact regarding the submitted Information – name and surname, telephone number, e-mail address.
 - A detailed description/specification of the proposed solution, including reference to the requirements presented in points II and VI of this document.

VIII. METHOD AND PLACE OF SUBMITTING A RESPONSE TO THE RFI

Responses to this RFI should be submitted exclusively via the CONNECT system, on the website <https://connect.orlden.pl/> in the form of a scanned document(s) and by completing the appropriate fields.

In order to enable the submission of a response for Bidders who are not yet registered on the ORLEN – CONNECT purchasing platform, it is necessary to set up an account in accordance with the information required on the Registering Company page on the Connect Purchasing Platform (link: <https://connect.orlden.pl/app/register/start>). The platform is available to all entities wishing to participate in this RFI.

Any questions regarding registration on the ORLEN SA – CONNECT Purchasing Platform should be directed in accordance with the information at the bottom of the page <https://connect.orlden.pl/>, to the Help Desk administrator at +48 22 576 87 95.

Only responses submitted via the ORLEN – CONNECT purchasing platform will be considered as correctly submitted and will be subject to evaluation. Offers submitted via other means will not be considered during the response evaluation process.

IX. QUESTIONS AND CONTACT WITH ORLEN

All questions should be submitted via the CONNECT system in the Questions/Answers tab – this is the place of communication between Bidders and members of the Evaluation Team appointed for a given process.

Responses will be sent to the Offerer as soon as possible, subject to the provisions below.

The company reserves the right to refuse to answer submitted questions without giving reasons.

(ATTENTION: In connection with the entry in the register of entrepreneurs of the National Court Register of the amendment to the Articles of Association of ORLEN, consisting in the change of its company name (name), it is stated that in the situation where the company name (name) Polski Koncern Naftowy ORLEN Spółka Akcyjna or PKN ORLEN SA was used in internal organizational documents and other attachments to the Request for Proposal, this should be understood as the new company name (name) ORLEN SA)

ORLEN Spółka Akcyjna z siedzibą w Płocku

09-411 Płock, ul. Chemików 7, tel.: (+ 48 24) 256 00 00, www.orlen.pl

wpisana do Krajowego Rejestru Sądowego prowadzonego przez Sąd Rejonowy XX Wydział Gospodarczy w Łodzi pod numerem: 0000028860

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