



Request for Information no 2100123972

ORLEN Spółka Akcyjna, with registered seat in Płock, Poland, ul. Chemików 7, 09-411 Płock, Poland, entered into the Register of Entrepreneurs kept by the District Court for Łódź Śródmieście in Łódź, XX Commercial Division of the National Court Register, under KRS number 0000028860, with share capital in the amount of PLN 1.451.177.561,25 zł , fully paid-up, NIP number 7740001454, REGON number: 610188201, being an active VAT tax payer - invites to submit the response which concerns:

Implementation of Intelligent Training Operator Platform

Date: 20 August 2025

1 Introduction

This document is a **Request for Information (RFI)** and should not be considered as a formal Request for Proposal (RFP).

At this stage of evaluation ORLEN S.A. searches for available options to potentially initiate further, formal procurement steps regarding System/Vendor selection.

1.1 Confidentiality

The Vendor shall treat all information acquired as a result of receipt of this RFP as confidential. The Vendor shall take all reasonable efforts to protect the information contained herein in the same manner as the Vendor's confidential information.

The information concerning the fact of invitation of the Vendor to the RFP procedure, the fact of delivering the Proposal, the conducting of commercial negotiations and concluded contracts may be disclosed by the Vendor solely for the purpose of building a consortium of entities responding jointly to this RFP. It is the Vendor who will be responsible for maintenance of confidentiality of information acquired within the scope of this RFP by all participants in the Consortium – the Vendor will be responsible for omissions or breaches with respect to information protection like for his own omissions and breaches.

ORLEN S.A. agrees to maintain a business secret and declares that without the written consent of the Vendor it shall not distribute and disclose to third parties any materials received in response to this RFP, with reservation of the possibility of engagement of consultants to support tasks related to the tender procedure.

ORLEN S.A. requests that the communication carried with the Vendor related to the RFP is to be treated as confidential. Simultaneously, ORLEN S.A. assures that information provided by the Vendor will be held in confidence and will be made available to participants of the evaluation process only.

In case the Vendor who received the RFP disagrees with its conditions, all documents shall be returned to ORLEN S.A. and all of its copies (paper or electronic) shall be destroyed.

1.2 Vendor's risk

ORLEN S.A. shall not be responsible for any expenses, losses, obligations or claims related to the tender procedure, made by the Vendor or their partner(s) or any other third party with whom the Vendor is or will be related during the procedure.

The Vendors, their partners and their subcontractors shall be responsible for all costs related to preparation and submission of proposals. Under no circumstances will ORLEN S.A. be responsible for, obliged to cover, or pay any costs or losses incurred by Vendors, their partners or subcontractors in relation to preparation and submission of proposals, regardless of the results of this RFI procedure.

This request is not 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.

ORLEN S.A. reserves the right to:

- change the schedule of the RFI process without specifying a reason,
- cancel the RFI process at any phase without specifying a reason,



No claims may be made against ORLEN S.A. by Vendors due to the above. ORLEN S.A. does not plan any appeal procedure during the RFI process and after completion thereof.

2 The purpose and the scope of the RFI

2.1 The purpose

The purpose of this RFI is to gather information on available training solutions that could meet our requirements. This information will help us decide on next steps, including a possible request for proposals (RFP).

2.2 The scope

We are looking for a training system that offers, a combination of process/equipment visualization and traditional classroom training for plant operators. System should be helpful with practical exercises based on simulation and/or 3D visualization of equipment and adaptable to our existing training strategy.

Functional requirements:

Training modules should cover key unit operations (e.g. pumps, heat exchangers, distillation columns, reactors etc.), typical malfunctions of the equipment, and provide ability to add custom modules defined by teacher himself or with technical support.

Process Simulations should be able to reproduce realistic operational scenarios with interactive exercises for participants.

Assessment and reporting should cover ability for track participant progress and generate reports on training results.

3 Requirements concerning the RFI

3.1 Form of response

A Vendor's Proposal must be submitted within ORLEN Group Purchasing Platform - Connect, according to the submission process and rules configured for the RFI.

ORLEN S.A. informs that there is no other way to submit a valid Proposal regarding the RFP – proposals submitted through a communication channel other than Connect platform will not be considered by ORLEN S.A.

The Proposal should be submitted in a properly designated area within the Connect platform:

- **Response to RFI – attachment**

The required form of response is a document in PDF, XLS format (in the case of a larger number of files compressed in a ZIP).

The Proposal should be confirmed by person(s) authorized to represent the Parties – an extract from any applicable powers of attorney should be attached to the response.

3.2 Additional questions

While preparing the response Vendors have a right to ask additional questions regarding the RFI. Questions should be delivered via Connect (**“Questions/Answers” form**) and formulated in a way which prevents identification of the Vendor who asked the question.

On the basis of received questions ORLEN S.A. prepares a response – the same to all Vendors.

ORLEN S.A. reserves the right to refuse to provide the answer to questions without giving a reason.

3.3 Required elements of the response:

Below there is a list of all mandatory elements to be contained in the response to this request:

- Cover letter with a table of contents (maintain uniform page numbering) and appendices that make up the bid;
- Composition of the bid development team, lead persons in the concept preparation phase;
- Background information about the Vendor's company (name, address, business profile, including a description of the consortium, if any),
- An up-to-date copy of the National Court Register (KRS) / Commercial Register in the case of commercial companies or a certificate of entry into the business register in the case of private individuals - or confirmation that such documents have been attached by the Supplier in the Connect system,

- Vendor's market experience (seniority, completed key projects for implementation of Intelligent Training Operator Platform),
- The presentations of a references and description of the referencial projects in the chemical and hydrocarbon processing industry from the last 5 years on the Intelligent Training Operator Platform implementation (including key lessons learned from the implementation).
- Description of the Vendor's recommended method for organizing and execution of the implementation project. Specify the suggested project path (with a breakdown into phases/stages and key milestones). The suggested project approach should (if possible) be illustrated with relevant experience from similar projects executed to other Vendor's customers;
- Prerequisites and requirements to be met by ORLEN S.A. vital to project execution. ORLEN S.A. expects to formulate a set of prerequisites to be met in order to effectively proceed with the project to implement the suggested solution;
- A description of the proposed solution, including:
 - functional description of the offered solution
 - description of the IT technologies used
 - description of licensing method;
 - a description of the maintenance service (including the framework SLA offered by the vendor.
 - the scope of the suggested technical support (an error reporting path with indication of response and resolution times for reported errors),
 - system development methodology and model;
 - estimated implementation timeframe in months;
- Estimated costs (TCO for 5 years) by:
 - implementation cost
 - system maintenance cost
 - license or subscription cost
 - warranty (plus warranty period)
 - development rates per man-hour: Consultant, Project Manager, Analyst, Programmer, Tester
- Other components that complement the RFI response (if any).

Submission of the above-mentioned data and documents is a prerequisite for processing responses to the RFI.

3.4 Proposal evaluation

ORLEN S.A. will verify the Proposal submitted by the Vendors on the basis of the following criteria:

Technical requirements:

- Functionality of the system
- Flexibility and adaptability of the system
- Vendor' experience in the chemical and hydrocarbon processing industry

Evaluation rules and results are ORLEN's internal information only.

No claims may be made against ORLEN S.A. by the Vendors due to the above.

3.5 Communication language

ORLEN S.A. accepts using both Polish and English as communication languages in the procurement process and during the project. Vendor cannot require that all of ORLEN S.A. team members will be fluent in English – if English is assumed, it is the Vendor's responsibility to mitigate this risk.

3.6 Workshops

On the grounds of the submitted responses to this RFI, ORLEN S.A. will decide on the organization of workshop for selected Vendors.

During the workshop, the Vendor shall present:

- a) Company Portfolio
- b) Demo version of the system in use, technological capabilities, project approach concept.
- c) Reference design for the offered system.

During the workshop, the Vendors may be asked about other system capabilities.

Suggested workshop timeframe - maximum 2 hours

It is assumed that the workshop will be conducted using remote communication equipment (Microsoft Teams).

3.7 Required price model of the proposal

Estimated prices presented in the response to RFI shall be quoted as net prices.

Any future payment will be made to the bank account of the Vendor designated in the invoice within the minimum period of 60 days from delivery of a correctly issued invoice to the premises of ORLEN S.A., along with a complete set of required and signed appendixes (take-over protocols).

3.8 *Validity of the Response*

ORLEN S.A. requires that the Vendor clearly indicate the validity of the delivered response. The response shall be valid for a minimum period of 6 months from submission date.

4 Additional information and contact person

This document along with all appendices hereto is owned by ORLEN S.A. and may not be used for any other purpose than related to this tender procedure without the consent of ORLEN S.A. Copying or distribution of this document in any form is prohibited without the prior written consent of ORLEN S.A.

ORLEN S.A. is not responsible for the content of auctions published on websites other than <https://connect.orken.pl> and on ORLEN S.A. The access to all auctions on <https://connect.orken.pl> is free.

The person responsible for the RFI process on the part of the Procurement Area is:

Justyna Gawłowska

ORLEN S.A.

IT Applications Procurement Team

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The person supervises this process is:

Łukasz Daszkiewicz

ORLEN S.A.

Procurement Area

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The above person will be responsible for co-ordination of the process of providing replies to additional questions from Vendor (including for re-directing of questions to the relevant experts at ORLEN S.A. in particular business areas and for consolidation of responses to Vendor).

The only contact platform allowed for communication between Vendor and ORLEN S.A. about the RFI is the procurement portal: www.connect.orken.pl