**Documentation for the tender**

**Feasibility Study for Sustainable Raw Material Treatment Unit**

**Number of pages: 6**

**Date: 20.12.2023**

**ORLEN Unipetrol RPA s.r.o.**

Litvínov, Záluží 1, PSČ 436 70

IČ: 27597075, DIČ: CZ27597075, DIČ k DPH CZ699000139

Obchodní rejstřík vedený Krajským soudem v Ústí nad Labem, oddíl C, vložka 24430

**Hereby announces a tender for**

**Feasibility Study for Sustainable Raw Material Treatment Unit**

1. **Conditions of participation**
   1. **Basic conditions of participation**

* The tender administration (hereinafter referred to as the “**Tender**”or “**Bidding**”) is in full and exclusive discretion of ORLEN Unipetrol RPA s.r.o. (hereinafter referred to as the **“Issuer”**). ORLEN Unipetrol RPA s.r.o. is located in Litvínov, the Czech Republic.
* This Tender is not subject to and is not governed by Act No. 134/2016 Coll., on public procurement, as amended and is not a public competition for the best offer under Section 1772 *et seq.* Act No. 89/2012 Coll., the Civil Code, as amended.
* Each tenderer is entitled to request information relating to the object of the contract and clarification of eventual unclear matters.
* The Tenderer shall elaborate a price quotation in the structure required by the Issuer. Failure to comply with this requirement may be a reason for excluding the proposal from the Tender.
* Proposals will not be returned to the Tenderers and will be retained by the Issuer. By submitting a Proposal, the Tenderer agrees with these terms and conditions of the Tender in full and undertakes to adhere to them.
  1. **Reason for excluding submitted proposal from Tender**

The following proposals will be excluded from the Tender:

## Proposals submitted by a Tenderer in liquidation;

## Proposals by submitted a Tenderer declared insolvent or bankrupt.

The following proposals may be excluded from the Tender by the Issuer (acting in its sole and exclusive discretion):

## Proposals that are submitted after the below specified submission deadline;

## Proposals which do not satisfy the requirements (other than the material requirements) specified in this tender specification;

## Subcontracting is possible only with prior approval of the Issuer. However, performance of works via other branch / entity / affiliate of a Tenderer is acceptable.

* 1. **Other provisions:**
* The Issuer reserves a right (acting in its sole and exclusive discretion) to cancel the Tender, as well as a right to refuse any or all proposals if they are not satisfactory from the Issuer’s point of view.
* The Tenderer's costs relating to elaboration of the proposal shall not be compensated or reimbursed by the Issuer.
* Once submitted, the Tenderer is not entitled to any subsequent change to the proposal in regards to the proposal content or the price.

### The Tender may consist of one or more rounds. The Tenderers will be informed about holding the second round of the Tender. If a presentation is needed, the Tenderers will be invited sufficiently in advance to take part in such presentation.

### The Issuer reserves a right not to accept any proposal and not to conclude a contract with any Tenderer.

### The Issuer reserves a right to ask for or seek references from the Tenderer.

## The Issuer reserves a right to negotiate and change the submitted draft contracts by the Tenderer in accordance with Issuer’s business practices. The contract will be concluded at the moment of contract signing by both parties after processing of comments of both parties.

## The Issuer reserves a right to use own draft contract for contracting with the select Tenderer.

The Issuer has a right to additional changes / additions in the assignment described in this tender documentation and in such a case will supply the documents and information necessary for their implementation, deliver the scope and description of changes to all participants in the tender (tenderers) within the same period

### The Issuer may conduct investigations into qualifications of any Tenderer.

### The Issuer may request amendments and/or clarifications to any proposals received.

### The Issuer may seek additional suppliers to submit responses to the Tender

### Tenderer is not allowed to act at the same time as a subcontractor of another Tenderer in the tender.

* 1. **Ownership of specification of the Tender**

This documentation for the Tender is and remains property of the Issuer and it may not be used without prior written approval for purposes other than participation in this Tender.

* 1. [**Business confidentiality**](http://slovnik.seznam.cz/?q=business%20confidentiality&lang=en_cz) **and disclosure of Tender specification**

The Tenderer and the Issuer undertake toward each other that any and all information disclosed to each other in this Tender shall be treated as confidential.

The content of this Tender shall not be disclosed to third parties without the prior written consent of the Issuer.

* 1. **GDPR**

For the purpose of selecting a contractor for this contract, the Contracting Entity processes personal data contained in the bid (contact details) and personal data of the Tenderer’s employees that it has obtained in connection with the contractor selection process and that it processes in line with the General Data Protection Regulation (EU) 2016/679 and other related or implementing regulations governing personal data protection. Personal data provided by a Tenderer in the process of selecting a contractor for this contract shall be processed and retained by the Issuer for the term for which the bid is valid, and for the subsequent 5 years. The Tenderer’s employees, as data subjects, shall exercise all of their rights vis-à-vis their employer – the Tenderer

1. **Subject of the Tender**

Subject of the tender is the „Feasibility Study for Sustainable Raw Material Treatment Unit” according the specification in the Annex No. 1 Scope of work.

1. **Requirements for structure and content for drawing up of proposals**

The offer must contain the following:

* 1. **Technical part of the offer (without price)**
     1. Information about the Tenderer
* **Basic information about the Tenderer** (name, registered office, statutory representative or a person authorized to act on behalf of the company including authorization, Company Identification No., Tax Identification No., bank account details, contact details for primary contact persons, telephone number, fax number, e-mail, etc.);
* **Valid statement from the Commercial Register**
* **Documents proving professional competence** (trade certificate)
  + 1. References

**List of successful similar projects** (at least 2 valid references) completed by the Tenderer with specification of the customer, scope, place and period of performance. Detailed description, see below;

The Tenderer shall provide any relevant references concerning the transaction advisory services.

* + key client data – name (if possible), industry;
  + duration and completion date of the project;
  + scope of the project and financial volume;
  + scope of the Tenderer’s responsibility in the project;
  + a general description of implementation services provided by the Bidder with specification of the number of Bidder’s consultants and user’s employees dedicated to each project phase and specification of the duration of the phases,
  + a general description of realized project as a result of the performed feasibility study
    1. Liability insurance

**Liability insurance** - proof of the Tenderer’s liability insurance.

* + 1. Offer – shall contain
* **Summary / introduction to the proposal** – including brief overall summary and key information (date of submission, validity date, other commercial clauses used by the Bidder).
* **Confirmation of scope of work** – if subject of study and given data are clear and enough.
* **Schedule of the feasibility study**
* **Information about the team members –** including short CV and experience in the industry
  + 1. Confirmation of no conflict of interests on the part of the Tenderer
    2. Identification of subcontractors involved and detailed scope of their project work (if any)
    3. Completed questionnaire according to Annex No. 2 - Completed questionnaires, signed and scanned.
  1. **Commercial part of the offer**
     1. Price offer

**Requirements on price structure specification – in CZK/EUR without VAT** (price offer must include all related costs for proper performance of the work - accommodation, transport and others).

**The price offer should be submitted in a separate file marked as the price offer!!! The price stated in the technical part of the offer or in the contract draft will be a reason for excluding the Participant from the Tender.**

* + 1. Payment conditions and validity of the proposal

The standard payment conditions of the ORLEN Unipetrol Group are **60 days**. The Issuer requires that the period of validity of the bid offer should be at least **5 months** after the anticipated date for announcement of the result of the Tender.

1. **Requirements for drawing up of the proposal**

* The technical part of the offer shall be prepared in Czech/English.
* The Feasibility study shall be prepared in Czech/English.

1. **Organizational conditions**
   1. **Questions**

The Tenderer has the right to ask additional questions and request clarifications relating to the award of the tender. Questions shall be placed through the system **Connect (Question/Answers) by 22.10.2025, 16:00.** Response to individual Tenderers questions will be supplied to all Tenderers. The Issuer is not obliged to answer all additional questions, or to answer the questions in whole range.

Contact person: **Soňa Derahová, ORLEN Unipetrol RPA s.r.o.**

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**5.2. Date and method of the proposal delivery:**

The Tenderer shall submit the proposal in the system **Connect** [**https://connect.orlen.pl**](https://connect.orlen.pl). In order to submit the proposal the Tenderer has to register first in the system.

The proposal shall be submitted by **22.10.2025, 16:00.**

**The technical files and required documents shall be uploaded to the item “Technical offer – please upload the files and choose YES”**

**The price file shall be uploaded to the item “Price”**

Other way of Proposals delivery is not allowed. Proposals delivered other than through the Connect system may be excluded from the Tender.

* 1. **Timing for the announcement of the results of the Tender**

After tender evaluation, each Tenderer will receive the Issues position regarding the proposal. The position will be either “positive” or “negative” without stating justification or reasoning.

1. **Annexes**

Annex No. 1 Scope of work

Annex No. 2 Legally binding declaration

Annex No. 3 Draft contract