**COMPETITION TERMS**

**FOR SELECTION OF THE SUPPLIER:**

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| --- |
| Subject of the tender: Cables I&C |

# PROMOTER: ORLEN Projekt Česká republika s.r.o.

O. Wichterleho 809, Lobeček

278 01 Kralupy nad Vltavou

Česká republika

# IdentiFICATION DATA OF PROJECT :

Title of the project: **24KOGO KD 21024 Optimalization GOHT**

Location: ORLEN Unipetrol RPA s.r.o., Kralupy nad Vltavou, Czech Republic

Expected time of

realization: **02/2026**

Investor: Company **ORLEN Unipetrol RPA, Inc.**

Future user: Company **ORLEN Unipetrol RPA, Inc.**

# Tender Submission Deadline

The deadline for submitting bids is 31.10.2025

# SUBJECT OF THE TENDER:

The subject of the contract is the delivery of Cables I&C.

**EXACT LENGHTS OF CABLES WILL BE SPECIFIED AFTER FINALIZING OF DESIGN DOCUMENTATION.**

# PROVIDED TENDER DOCUMENTATION:

1. Competition conditions
2. Technical specification inc. Quality requirements and requirements for documentation
3. Draft of the Contract – N/A
4. Bidders Affidavit Form
5. Declaration on the Beneficial Owner
6. Declaration of assets and criminal record
7. Schedule of works Form – N/A
8. Subsuppliers Form
9. Supplier Details Questionnaire
10. Price Break-down and Invocing calendar
11. References
12. Requirements for packing, marking and expedition
13. Health and Safety requirements – N/A
14. Binding standards and information of the promoter (see http://www.unipetrolrpa.cz/CS/sluzby-areal/chempark-zaluzi/Stranky/zavazne-normy-a-informace.aspx) - please read carefully the appendices and price list for the entrance to the Chempark complex, Záluží.
15. General Business Conditions are saved on <https://www.unipetrolrpa.cz/en/AboutUs/Pages/Purchasing-and-Suppliers.aspx>. By submitting of your Quotation you accept these terms and conditions.

All the tender documentation is provided to the bidder via digital form through the Purchasing platform system CONNECT.

# REQUIREMENTS FOR THE PREPARATION OF AN OFFER

**The Offer will be processed in Czech, or English language and divided into these 2 parts: (Max. size of each file is max. 20 MB)**

1. **Documentation part: 1. A Counterproposal to the Contract – N/A**

**2. Proposal and description of the technical solution**

**3. Other documents**

1. **Proposal of the offer price: 1. Price offer WITH ITEM PRICES OF INDIVIDUAL CABLES**

**2. The Price-breakdown Form and Invoicing calendar**

**3. Pricelist of selected activities and works – N/A**

ad a) **DOCUMENTATION PART:**

Documentation part MUST NOT anywhere content the information about the price and will be submitted separately.

The Documentation part will include:

1. **The Draft Contract for Work including the appendices**  – will be submitted as revision of the that document, in which the Tenderer **will highlight in colours any changes** that it has made, including the possible deletion of a part of the text (for this purpose, the tenderer may use, for example, the 'Track Changes' mode available in MS Word or a similar function). The tenderer shall complete the Draft Purchase Agreement by adding the names and positions of the persons authorised to sign the Purchase Agreement in accordance with the current information on the tenderer recorded in the Commercial Register. If the Purchase Agreement is to be signed by a person whose authorisation does not arise from the Commercial Register, the tenderer shall also submit a notarised power of attorney for signing.

**The counterproposal to the Contract will not contain any information concerning the offer price.**

1. **Proposal and description of the technical solution**

The Tenderer will describe in detail various activities /phases related to the proposed scope of work and technical solution. The Tenderer is required to accept a full guarantee for the technical solution that it has proposed. This fact shall be stated explicitly in the Tenderer’s offer.

Description of the technical solution shall include at least the following: extent of individual works and deliveries, list of device suppliers, layout solution proposal, operation control logics, specification of the used materials, requirements for services provided by the Client. The technical part shall be prepared in such a detail that will allow for a due evaluation of the tender.

1. **Other documents:** 
   1. Proof of the existence of the business entity and its qualification pre-requisites: i.e. verified, not more than 3 months old prior to the commencement of the tender procedure, certificate of Incorporation; a proof from which it is clear who carries out the function of the statutory body; a proof of qualification and / ort he authorisation of a responsible representative.
   2. Documents (References and Certificates) proving compliance with the qualification requirements.
   3. Proof of liability insurance for property damage caused by the tenderer’s activity and the amount of damage covered by the insurance, which must be at least equal to the expected contract price.
   4. Completed *Bidders Affidavit Form*, which must be signed by a person authorized to act on behalf of the tenderer.
   5. Completed *Declaration on the Beneficial Owner*, which must be signed by a person authorized to act on behalf of the tenderer.
   6. Completed *Declaration of assets and criminal record*, which must be signed by a person authorized to act on behalf of the tenderer.
   7. Completed *Time Schedule form*. The applicant shall submit Schedule fer realization of this Contract as yourself will be followed, including the main milestones and links between partial operations. If the tenderer has access to the MS Project software, they shall also submit the schedule prepared in this program.
   8. Completed *Sub-suppliers Form*
   9. The Applicant provides the Information about representatives of the Contractor (name, position, phone, mobile phone number, and email address), who will be authorized to insert the attachments and quotations into an electronic procurement system CONNECT and for further communication with the Promoter.
2. **Qualification of the bidder** 
   1. The tenderer shall submit a list of references, each of which must involve the design, implementation, and commissioning of gas burners with a comparable output to that which is the subject of this tender procedure, or other similar industrial deliveries (the tenderer must justify the similarity in the tender). The references must relate to the design and implementation of identical or similar equipment in the industrial sector within the last 5 years prior to the commencement of the tender procedure, with at least 3 such references required.
   2. Submission of certificates: ČSN EN ISO 9001, ČSN EN ISO 3834-2 for the scope covering the subject matter of this contract.

ad b) **PROPOSAL OF THE OFFER PRICE:**

Proposal of the offer price will include:

1. **Proposal of the offer price** – own elaboration by the Tenderer

**It is necessary to mention item prices of individual cables, because final lengths of cables will be specified after finalizing of design documentation.**

1. **The Cost-breakdown Form and the Payment schedule – fulfilled and that in minimum to the items and sub-items** (according to this request for bid).

# THE PLACE AND METHOD OF SUBMISSION OF OFFERS:

The Tenderer will submit the Completed offer to the tender exclusively via Procurement system CONNECT <https://connect.orlen.pl/> only.

The Tenderer must be obligatory registered in Procurement system CONNECT for the participation at the tender.

The offer will be submitted to the Procurement system CONNECT in enclosed files.

**Submission of the bid to the Procurement system CONNECT:**

* Submission of Documentation part:

Documentation part please submit in this parts:

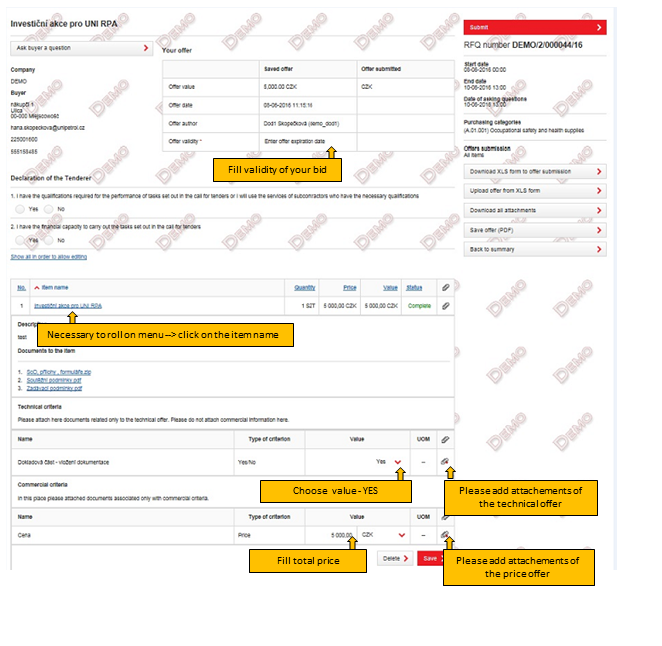
1. Counterproposal to the Contract – please submit the document in format \*.docx (Microsoft Word)(with mentioned changes and with possible later made changes) and a scan of the last page of the Contract with the signature of the person authorized / signatures of the persons authorized to act on behalf of the tenderer in \*.pdf format
2. Proposal and description of the technical solution
3. Other documents to the bid – please submit as one scanned pdf. File

ATTENTION: the Documentation part **MUST NOT** contain any information about proposed offer price !

* Submission of the Proposal of the offer Price:

Proposal of the offer Price including the Price Breakdown Form (according to the article 5 letter e) of this request for bids) please submit **independently** in scanned form and in \*.pdf format. File bearing the Title of tender *“Name of the tender – Price offer”.* Price offer must be signed by the person/by persons authorized to act on behalf of the tenderer. Please submit the document to the part named „Offer form“ (click on the box to an red cross – enclosures) and please put the offer price as well to the box with the name **„Price“.**

After input all attachments, click the field **Save and exit** and in next window, click on a box **Submit offer**.



Tenders must be uploaded to the system and submitted within the deadline specified in point 3 of this request for bids.

Uploading shall mean the submission of all required documents into the CONNECT system.

# COMPETITION CASH

Competition cash is not required.

# site visit:

Not applicable

# CONTACT WITH PROMOTER (CONTRACTING AUTHORITY)

The tenderers may ask additional questions regarding the Tender or Competition terms and conditions exclusively through the Connect platform.

For general questions The tenderer may contact contact employees of the company ORLEN Projekt Česká republika s.r.o.:

**Michal Švanda**

Procurement specialist senior

tel. No.: +420 705 776 975

e-mail: [michal.svanda@orlenprojekt.cz](mailto:michal.svanda@orlenprojekt.cz)

Questions may be submitted no later than 3 working days before the deadline for submission of tenders. The answers, as well as anonymised versions of the questions, will be published on the Connect platform, unless the Promoter decides otherwise.

# EXCLUSION OF TENDERERS:

Failure to submit any of the documents referred to in Article 6 of this request for bids may be cause for the exclusion of the tenderer from the tender procedure.

Submission of a bid that is not signed by an authorized person, or is signed by unauthorized individuals, may also be grounds for the exclusion of the tenderer from the tender procedure.

The Promoter is entitled to request from the tenderers to correct deficiencies in their bids within a reasonable period or to request clarification of the bid, in a manner determined by the Promoter.

The Promoter is also entitled to exclude the tenderer from the selection procedure in other cases, particularly in accordance with its internal guidelines and regulations.

# COMPETITION CRITERIA:

**Structure of the bid evaluation process:**

The selection procedure is announced as a single-round process, and the evaluation of bids will take place in two stages:

Stage 1: Assessment of the technical and commercial/business parts of the bids, during which the Promoter will evaluate:

1. Compliance with the technical requirements defining the subject of this tender procedure;
2. Whether the tenderer has submitted all documents in accordance with this request for bids, and, if necessary, the applicant may be required to correct deficiencies in the bid;
3. The counterproposal of the Purchase Agreement submitted by the tenderer;
4. References and other qualification documents submitted by the tenderer;
5. The suitability of the schedule and delivery date proposed by the tenderer;
6. Guarantees provided by the tenderer;
7. Whether the tenderer has arranged for an insurance in the scope required by this request for bids.

Stage 2: Price evaluation, including potential price negotiations, during which the Promoter will in particular assess:

1. Whether the tenderer has submitted their bid price in a breakdown that complies with this request for bids,
2. The tenderer’s total bid price.

During the second stage, the Promoter is entitled to negotiate with any number of tenderers to improve the parameters of their bids (particularly pricing). After the conclusion of these negotiations, the Promoter will re-evaluate the tenderer's total bid prices, and based on this updated evaluation, is entitled to select the winning tenderer.

# INFORMATION FOR TENDERERS

The selection process can be performed as multi-round.

The Promoter reserves the right to possible subsequent comparison and revision of price offers by electronic procurement system (auction).

It is expressly stated that the notification of the result of the tender procedure to the winning tenderer does not constitute the conclusion of a binding contract for the execution of the subject of the contract within the meaning of Section 1745 of Act No. 89/2012 Coll., the Civil Code, as amended (hereinafter referred to as the “Civil Code”). The Promoter expressly states, and the tenderers acknowledge by submitting a bid, that the notification of the result of the tender procedure shall not be considered an offer to conclude a binding contract within the meaning of Section 1732 of the Civil Code. The Promoter also expressly excludes (and the tenderer acknowledge this by submitting a bid) the application of Section 1740(3) of the Civil Code for the purposes of this selection procedure.

Tenderer acknowledges and agrees that the announcement of the outcome of the auction is not the time of entering into a binding contract within the meaning of § 1745 of the Act no. 89/2012 Coll., The Civil Code. Promoter expressly states a participant is obliged to take note of the announcement of the result of the auction, or by winning the auction within the meaning of § 5 of the Rules shall not be considered an offer to conclude a binding agreement within the meaning of § 1732 of the Act no. 89/2012 Coll., The Civil Code or the acceptance of the offer within the meaning of § 1778 of the Act no. 89/2012 Coll., the Civil Code. At the same time expressly exclude the application of § 1740 paragraph. 3 and § 1751 paragraph. 2 of Law no. 89/2012 Coll., The Civil Code, which provides that the contract even when there is no complete agreement manifestations of intention of the parties.

The tender procedure and its course are solely within the competence of the Promoter. The Promoter is not obliged to justify its decisions during the tender procedure and is entitled, even without stating a reason, to reject all submitted bids or cancel the tender procedure.

The Promoter expressly notifies that it is entitled to verify the accuracy of the information provided by tenderers in their bids.

The Promoter has the right to change or complement the conditions of this request for bids.

The Promoter is not obliged to conclude the Purchase Agreement with the winning tenderer if, during the negotiation of contractual terms, no agreement is reached on all contractual elements. Until agreement is reached on all contractual terms, the contract negotiation is not considered to be at a stage where the conclusion of the contract is highly probable.

This tender procedure does not constitute a public procurement procedure within the meaning of Act No. 134/2016 Coll., on Public Procurement, as amended; nor does it constitute a public tender for the most suitable offer under Sections 1772 et seq. of the Civil Code, or a public offer under Sections 1780 et seq. of the Civil Code.

Any costs related to participation in the tender procedure, including the preparation and submission of the bid, shall be borne by the tenderer.

# ANTICIPATED TIMELINE OF THE COMPETITION

Announcement of competition 23.10.2025

Submission of offers 31.10.2025

Evaluating offers 14.11.2025

Final evaluation 28.11.2025

The dates provided are not binding for the Promoter; therefore, it is not obliged to carry out individual steps of the tender procedure within the specified anticipated timeframes.

### In Brno, Czech Republic on: 23.10.2025

**Michal Švanda**

Procurement specialist senior

ORLEN Projekt Česká republika s.r.o.