**Documentation for the Tender**

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

Litvínov – Záluží 1, Postcode 436 70

**Announces**

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

1. **Basic Information about the Contracting Authority**

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

Litvínov, Záluží 1, Postcode 436 70

ID No: 27597075

Tax ID No: CZ27597075

Tax ID No for VAT: CZ699000139

Registered in the Commercial Register maintained by the Regional Court in Ústí nad Labem, Section C, Insert 24430

Hereinafter referred to as the “Ordering Party or Contracting Authority”

1. **Subject of the Tender: “Mechanical decoking of the NTH furnace 2512-H01”**

**Existing Status and Requirements:**

The technical specification is in the attachments, the drawing documentation is also attached

**Location of Implementation: Kralupy nad Vltavou**

1. **Date of Implementation:** March 2026

## All bidders have right to see subject of tender in ORLEN Unipetrol RPA s.r.o.. Contact person is Mr. Michal Skácel, mobile phone +420 736 506 014,

## email: [Michal.Skacel@orlenunipetrol.cz](mailto:Michal.Skacel@orlenunipetrol.cz) each working day 6 AM till 2PM.

1. **Conditions**
   1. The Tender Procedure (hereinafter referred to as the Tender) is fully within the competence of ORLEN Unipetrol RPA s.r.o. (hereinafter referred to as the Contracting Authority or the Ordering Party) without the participation of the Bidders (hereinafter referred to as the Bidder) or their representatives.
   2. This Tender is not subject to and not governed by Act No. 134/2016 Coll. (on Public Procurement, as amended) and is not a public competition for the most suitable bid pursuant to the provisions of Section 1772 *et seq.* of Act No. 89/2012, Civil Code, as amended.
   3. The Bidder shall prepare the subject of the contract on its own behalf and on its own responsibility, while the quality of work and materials proposed for the contract must comply with the current legislation, technical and internal standards of the Contracting Authority (address [www.orlenunipetrol.cz)](http://www.orlenunipetrol.cz).
   4. By submitting its bid, the Bidder accepts the following terms and conditions of the Tender in their entirety:

* It holds all valid documents under the Trade Licensing Act and possesses all certificates and authorisations relevant to the subject of the Tender.
* It is able to carry out the contract with its own means (manpower, technical means), except for subcontracts specified in the bid.
* It is able and ready to complete the contract in its entirety within the time required in the Tender.
* It respects the required period of validity of bids.
* It is informed of the local conditions for the performance of the contract.
* It has no tax debts and no social security or health insurance contributions debts.
* The company's assets have not been declared bankrupt or bankruptcy or settlement proceedings have been initiated and the company is not in liquidation.
* It is willing to provide additional technical and economic information for the purposes of the Tender.
* It is aware that it bears all costs associated with participation in the Tender.
* The total price of the work includes all costs related to the proper execution and hand-over of the work.
* It accepts the General Terms and Conditions of the Contracting Authority, unless otherwise contractually stipulated.
  1. The following bids will not be included in the Tender:
* Bids which do not meet the requirements set out in this Tender specifications;
* Bids of the Bidders who are in liquidation;
* Bids of the Bidders whose assets have been declared bankrupt;
* Bids of the Bidders against whom the bankruptcy petition was dismissed for lack of assets of the bankrupt;
* Bids that were not submitted in the required manner (e.g. sent by email);
  1. The Contracting Authority reserves the right to:
* cancel the Tender and the right to reject all bids, if any, if they are not satisfactory from the Contracting Authority's point of view and to secure the subject of the Tender in another way;
* implement only part of the subject of the Tender;
* verify the facts declared in the bids before the evaluation of bids is completed;
* the lack of information does not entitle the Bidder to request an additional modification of the bid in terms of its content or price;
* not to enter into a contract with any of the Bidders, provided that any failure to enter into a contract may not be sanctioned by the other party;
* independently request references for the Bidder;
* amend or supplement the Tender Documentation, the scope and description of the amendments shall be delivered to all Tender participants (Bidders) within the same time limit;
* select more than one contractor and subcontract only part of the work.
  1. The Contracting Authority has the right not to approve subcontractors unsuitable for it. The Bidder undertakes not to employ unapproved subcontractors for the subject of the work requested or as subcontractors of its subcontractors.
  2. The Contracting Authority has the right to inspect the Bidder's occupational safety and fire protection system and to check that the Bidder meets the qualification requirements and the material and technical security to ensure the required activities.
  3. The Bidder undertakes that in the case of employment of foreign nationals, they will have all documents in order (work permits, residence permits, qualification documents, etc.) and will ensure that they are trained to work on the Contracting Authority's premises in their language. Furthermore, the Bidder shall ensure that there is always at least one worker capable of interpreting in each group of workers of foreign nationality. The same applies to foreign nationals employed by the subcontractor.
  4. The Bidder shall ensure that the workwear of its employees and employees of its subcontractors is marked with the corporate designation.
  5. The management of waste intended for disposal or use as secondary raw material is addressed in the relevant standards of the Contracting Authority.
  6. If part of the performance of the subject of the Tender is the delivery of chemical substances, the Bidder is obliged to deliver safety data sheets, packaging design and marking on the packaging according to the relevant legislation at the latest at the first delivery.
  7. All employees of the successful Bidder must receive initial safety training, regardless of having received similar training in the past, and training in local workplace conditions.
  8. The Bidder shall prepare the bid in accordance with the requirements set out in Section 5 (Requirements for the structure and content of the bid) of this Tender documentation. Failure to comply with the requirements may be grounds for elimination of the bid from evaluation and from the Tender.
  9. The Tender may be single or multi-round. Bidders will be informed about the next round of the Tender and its form in the course of the Tender.
  10. The Bidder undertakes that all information obtained in the context of this Tender will be treated as confidential.
  11. **In the event of the employment of foreign citizens, the bidder undertakes that these persons will be in possession of all the requisite documentation (i.e. a work permit, a residence permit, qualification documents, etc.) and that the instructions for their work at the premises of UNIPETROL RPA, s.r.o. will be provided in their own language. In addition, the Tenderer must ensure that, in each group of foreign workers, there must be at least one person who is capable of translation. The same conditions shall also apply to any foreign workers employed by the subcontractor. Czech speaking person must be on site during whole works realization!!**

1. **Requirements for the Structure and Content of the Bid**

The bid shall be structured as follows and shall contain the following requisites:

* 1. The Contracting Authority requires that the validity of the bid be at least 6 months from the date of submission.
  2. Technical part – without price
     1. Information about the Bidder
* Basic information about the Bidder (name, registered office, statutory representative, or person authorised to represent the company, including authorisation, ID number, Tax ID number, bank account, contact persons on the Bidder's part, telephone, fax, email, etc.).
* Valid extract from the Commercial Register, not older than 3 months (copy attached).
* Evidence of professional competence – demonstration of professional competence within the meaning of the Trade Licensing Act – submission of the Trade Licence, the concession document and documentation of all certificates and authorisations related to the subject of the contract, certificates of the level of quality and safety management system achieved.
* Method of covering the risks associated with the Bidder's business (insurance) in the value of the component to be repaired at 110% of the bid value. The Bidder shall certify by a certificate from the insurance company or a statutory declaration that it has concluded a liability insurance policy stating the amount of the premium. The insurance must be valid for the entire term of the contract and the warranty period of the services provided.
* Declaration of the beneficial owner.
* IMS Self-Assessment Questionnaire (attached). Not applicable to Bidders who have already completed and submitted the IMS Self-Assessment Questionnaire to the Contracting Authority within the past three years. In this case, the Bidder shall indicate the year in which the questionnaire was submitted. The Contracting Authority reserves the right to conduct a physical audit of the Bidder in all or any of the monitored areas in accordance with the written questionnaire.
  + 1. Reference
* A list of contracts completed by the Bidder in the last 2 years on similar work of comparable scope, indicating the customer, volume, place and time of performance and a contact person to verify the facts stated.
  + 1. Subcontractors
* The Bidder shall specify any subcontractors for ancillary activities, indicating the type of subcontract and the proportion of the total financial volume of the contract. The Bidder shall submit an extract from the commercial register and all certificates and authorisations for the activities of the subcontractors listed.
  + 1. Statement on the draft contract
* Not needed
  + 1. Other particulars of the technical part of the bid
* The bid must include the subject and scope of the offered performance, the date and schedule of implementation, the requirements for the co-operation of the Interested Party, a detailed specification of documents and tests related to the implementation, the warranty conditions for the work performed (with a minimum length of 24 months).
  1. Bid – Quotation
* Payment terms (the Ordering Party requires payment 60 days from the date of delivery of the invoice, the Ordering Party does not provide advance payments).
* Price – must include all costs of the Bidder related to the proper execution and hand-over of the work in the structure specified in the Tender specifications (e.g. financial model, breakdown of engineering hours for individual professions, etc.). All prices will be quoted in EUR excluding VAT.
* Terms and hourly rates applicable to the Ordering Party in case of request for additional services.
  1. Language of the bid
* The Bidder shall submit the bid in Czech or in English language.

1. **Method of Submitting the Bid**

* The Bidder shall submit the bid via the CONNECT electronic system [https://connect.orlen.pl.](https://connect.orlen.pl)
* In order to be able to submit a bid, the Bidder must be registered in the system.
* The bid (separate quotation and separate technical bid) must be entered into the system no later than the date specified in the CONNECT system.
* The Bidder shall fill in the price and at the same time enters the attachment with the quotation under the item “Price”.
* Please enter the technical bid, which must not include a price, as an attachment to the relevant item “Insert technical bid without price. In the empty column please write “in attachment” in the CONNECT system.
* There is no other way of sending bids. Please do not send bids by email. It may be a reason for eliminating the bid from the Tender.
* Delivery of the bid means the completed uploading of documents into the CONNECT system. In addition to entering the bid, you must also submit it (there is a “SUBMIT” button in the CONNECT system).
* Failure to comply with the form of bid processing and the required identification of both components may be grounds for elimination of the bid from the Tender.
* Please enter any questions into the CONNECT system via the “Questions” section. Answers to these questions will also be provided to all Bidders via the CONNECT platform. In order to ensure that everyone is fully informed, please send your requests as soon as possible if you need additional information to prepare your bid. The Contracting Authority is not obliged to answer all supplementary questions or to answer them in full. All questions and answers will be sent to all Bidders of the Tender. In case of doubt, please contact Mrs Kamila Jandová, mobile phone: +420 733 145 608.

1. **Miscellaneous**

For the avoidance of doubt, it is further stated that no action taken by the Contracting Authority under this Tender shall constitute a proposal for the conclusion of a contract which may be accepted by simple acceptance by the relevant Bidder. It is further stated that by accepting to participate in this Tender, each Bidder automatically agrees to the exclusion of the provisions of Section 1729 of the Civil Code.

1. **Attachments**

* Attachment 1 – Technical Specification
* Attachment 2 - Safety HSE 2025
* Attachment 3 – IMS Self-assessment Questionnaire
* Attachment 4 – Declaration of Beneficial Owner
* Attachment 5 - Manual for Connect
* Attachment 6 – Drawings