



**“Basic Engineering Design Package (BEDP) for DCPD Plant
with associated infrastructure - pre-qualification process” –
INSTRUCTON TO BIDDER**

Appendix 1

‘FORMAL PROPOSAL’ form

BIDDER:

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.....
.....

BIDDER's name, registered office, address

FORMAL PROPOSAL

dated:

BIDDING PROCESS no.: PKN/2/004798/25

To ORLEN S.A.

In response to the pre-qualification process announced by ORLEN S.A. for the project titled: **“Basic Engineering Design Package (BEDP) for DCPD Plant with associated infrastructure”**, we hereby submit the proposal complying with the requirements of this Request.

1. **We hereby declare** that we are submitting this proposal as:

- a. An individual BIDDER*;
- b. BIDDERS acting collectively* (CONSORTIUM).

* delete as appropriate

2. **We hereby declare** that we are interested in participation in the future tender process (RFP) for Basic Engineering Design Package (BEDP) for DCPD Plant with associated infrastructure.
3. **We hereby declare** that we are not in court dispute with ORLEN S.A. and/or any companies from the ORLEN Capital Group.
4. **We hereby declare** that no liquidation, recovery, bankruptcy or enforcement proceedings have been instituted or are in progress against the BIDDER or any of the CONSORTIUM members.



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5. **We hereby declare** that:

- there are no personal or capital relations between the BIDDERS and the OWNER or any other Companies from the ORLEN S.A. CG*
- the following personal or capital relations exist between the BIDDER and the OWNER or a Company from the ORLEN S.A. CG (specify the relations)*:

.....

* delete as appropriate

6. **We hereby declare** that we do not employ any ORLEN S.A. employees or the employees of the ORLEN S.A. Capital Group.
7. **We hereby declare** that we and the subcontractors designated in the proposal shall be the producers of the waste created in the execution of all and any works under the AGREEMENT and that they undertake to observe the provisions of the Waste Act of 14.12.2012 regarding waste disposal. (*applicable only if under AGREEMENT will be generated waste*)
8. **We hereby declare** that we read and accept the terms and condition of this Request.
9. **We hereby declare** that we consent to the forwarding of our proposal submitted as part of this procedure, in whole or in part, or their future supplements, to the Advisors of ORLEN S.A.
10. **We hereby declare** that we read and accept the provisions of the Policy on the Prevention of Corruption and Fraud in the ORLEN Capital Group, Policy for Accepting and Giving Gifts in the ORLEN Group, Conflict of Interest Management Policy at the ORLEN Group, Human Rights Protection Policy in the ORLEN Capital Group, Code of Conduct for ORLEN S.A. suppliers and Whistleblower Protection Policy at the ORLEN Capital Group (Appendices 4-9 and 11-12 to ITB);
11. **We hereby declare** that we will conclude an appropriate NDA with regard to our participation in the future tender process (RFP) for Basic Engineering Design Package (BEDP) for DCPD Plant with associated infrastructure.
12. **We hereby declare** that on behalf of ORLEN S.A. we have completed information obligation to natural persons employed by us whose personal data has been provided to ORLEN S.A. in order to participate in this Request, by providing them with the Information Clause constituting the Appendix 10 to the ITB.
13. **We hereby declare** that we agree to conduct a Freedom to Operate (FTO) analysis by ORLEN through external Advisor.
14. **We hereby confirm** that agreement for Basic Engineering Design Package (BEDP) and any obligations arising out of or in connection with it will be governed by Polish law or England and Wales law.



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15. The PROPOSAL contains the following **appendices**:

Appendix F1	<p>Letters of attorney granting power of attorney to sign the proposal (and documents comprising the proposal) or to perform any other activities related to the preparation / submission of the proposal and any documents related to this procedure</p> <p><u>Notice:</u></p> <ul style="list-style-type: none"> • <i>This document must be submitted by the BIDDER who grants the power of attorney.</i> • <i>In the case of a jointly acting BIDDERS, the BIDDERS should submit a document appointing a representative for the procedure for the award of procurement, if such appointment is granted to one of the CONSORTIUM members (authorization of one of the CONSORTIUM members in the CONSORTIUM agreement is admitted).</i>
Appendix F2	<p>A copy of the CONSORTIUM Agreement (in the case of a BIDDER constituting a CONSORTIUM of companies).</p>
Appendix F3	<p>Register documents of the BIDDER and documents specifying the principles of representation of the BIDDER</p> <p><u>Notice:</u></p> <ul style="list-style-type: none"> • <i>This document must present the principle of representation of the BIDDER</i> • <i>The documents must be issued not earlier than 3 months before the deadline for submitting proposals.</i> • <i>In the case of a CONSORTIUM of BIDDERS, the document must be submitted by each BIDDER.</i>
Appendix F4	<p>Financial data authorised by persons authorised to represent the BIDDER, i.e. balance sheet, a profit and loss account and cash flow statement (by separate and non-consolidated financial statements) for the years 2023, 2024 and the latest quarterly or semi-annual statement for the current period of 2025;</p> <p><u>Notice:</u></p> <ul style="list-style-type: none"> • <i>In the case of a CONSORTIUM of BIDDERS, the document must be submitted by each BIDDER.</i> • <i>Each CONSORTIUM member must submit separate data.</i> • <i>In the case of financial documents prepared in paper form, please attach a copy of the financial statement prepared in the required form and signed by the relevant persons, as required by relevant regulations,</i>



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	<p><i>confirmed (by an authorised employee of the Bidder) to correspond to the original.</i></p> <ul style="list-style-type: none"> <i>If a financial statement for the periods indicated is not available, the BIDDER shall inform the OWNER thereof, and the OWNER shall send a list of financial data required to conduct a financial verification.</i> <p><i>In the case of a loss incurred at the end of one of the reporting periods, an additional explanation as to why the loss occurred is required.</i></p>
Appendix F5	Filled and signed Beneficial Owner Statement as per Appendix 9 to ITB, and for domestic BIDDERS also a printout from the Central Register of Beneficial Owner (Company's entries in the Central Register of Beneficial Owner) - In the case of a CONSORTIUM of BIDDERS, the document must be submitted by each BIDDER.
Appendix F6	List of subsidiaries and affiliated companies.
Appendix F7	Filled and signed Declaration of the Bidder – sanction provisions as per Appendix 12 to ITB.

A proposal submitted against the above specified order may be returned for completion or may be rejected.

The BIDDER may enclose additional appendices to the obligatory appendices set forth in this Request.

Appendices may be enclosed to the FORMAL PROPOSAL, maintaining the order according to their numbering, properly marked in order to ensure fact and unobstructed reference to particular appendices.

BIDDER's signatures

(representatives authorized to sign statements of intent)

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Date: