



Conditions for participation in the Request for Proposal - RFP

ANWIL S.A. invites you to participate in the Request for Proposal aimed at selecting an entity which shall provide / execute the service / delivery forming a part of the proceedings.

1. If you are interested in our proposal, please join the proceedings through the Purchasing Platform of the PKN ORLEN Group - CONNECT.
2. A placed offer should consist of a formal, technical and commercial part and include elements required by the criteria of the Request for Proposal (formal, technical, commercial).
3. The offer should be placed only and exclusively in an electronic version through the CONNECT Platform.
4. A rate given in the offer should be determined as a net amount. A price has to include all additional charges arising during performance of the order in accordance with assumptions provided in the Specification of a service / delivery.
5. It may be required for an offer to be accompanied by detailed calculation (cost estimate) of all costs for a provided / executed service / delivery in accordance with the scope presented in the Request for Proposal.
6. It may be required for an offer to be accompanied by costs connected with preservation and maintenance, exploitation, maintenance of inventories, disposal, liquidation, utilisation, recultivation and other costs depending on the subject of the Request for Proposal forming the cost of purchase.
7. The price shall be subject to trade negotiations. The price shall be given only and exclusively on the CONNECT Platform in a place assigned for this purpose (commercial offers/prices may not be placed/provided in a form of attachments). Placement of a rate in an attachment may result in the necessity to reject the offer in the stage of formal and technical assessment. The technical part of the offer may not include information on the price and other trade conditions.
8. In case of provision / execution of the services / deliveries by subcontractors, it is necessary to refer them for acceptance and to give the scope and cost of their work.
9. Offers shall be selected in stages.
 - I stage - assessment of formal requirements
 - II stage - substantive/technical assessment of placed offers. Only offers which fulfil all formal requirements shall be subject to this assessment.
 - III stage - commercial assessment of placed offers. Only offers which fulfil the technical requirements stipulated in the Request for Proposal shall be subject to commercial assessment.
10. Please send any questions about additional information and explanations only in an electronic form through the CONNECT Platform: <https://connect.orken.pl/>. An answer shall be provided in the same way. At the same time ANWIL S.A. reserves the right to refuse to provide an answer to sent questions without giving reasons.
11. More than 1 tenderer may be chosen to provide / execute the service / delivery depending on needs of ANWIL S.A. and presented conditions for cooperation. A tenderer / tenderers whose offer meets formal and substantive expectations shall be chosen, and the price and other trade conditions shall be satisfactory.
12. A tenderer shall be obliged to treat all information arising from the fact of obtaining the present Request for Proposal as confidential.
13. Information included in the present Request for Proposal may be used only consistently with its intended use i.e. to prepare an offer for ANWIL S.A.

A tenderer shall make all efforts so that information provided in the present Request for Proposal by ANWIL S.A. will be protected at least by the same means as tenderer's protected materials.

A tenderer shall be obliged to ensure compliance with the obligation of confidentiality by all persons taking part in preparation of the offer.

Information concerning the fact of inviting a Tenderer to answer to the present Request for Proposal, the fact of giving an answer, carrying on trade conversations and concluded contracts may be provided by the Tenderer only after obtainment of a written consent of ANWIL S.A. to provide such information.

If the Tenderer which obtained the present Request for Proposal does not agree with the foregoing clauses, this material shall be immediately returned to ANWIL S.A. and all copies (electronic and paper) shall be destroyed.

14. While joining the present proceedings, the Tenderer shall voluntarily bear any costs connected with preparation and placement of the offer.
15. Placement of the offer inconsistently with the conditions of the invitation to place offers or/and after the deadline may result in rejection of the offer.
16. ANWIL S.A. reserves the right to carry out multistage negotiations in different forms i.e. direct negotiations and negotiations by means of an electronic auction system.
17. An e-auction may be carried out in different stages of the proceedings, a decision on its conduct shall be taken by ANWIL S.A. In case of selection of this form of negotiations, the Tenderer shall be invited to the e-auction and informed about its objective.
18. Rules on conducting electronic auctions are included in the Regulations of Electronic Auctions in PKN Orlen S.A. which shall be made accessible to the Tenderer for acceptance together with the invitation to the e-auction.
19. Offers obtained during any possible negotiations with the use of the electronic auction system may be subject to further negotiations with tenderers.
20. ANWIL S.A. reserves the right to free selection of an entity / entities with which negotiations shall be carried out with reference to a part or entirety of the scope of provided proposals and to conclude a contract with more than one Contractor chosen during negotiations with the reservation that the scope of the contract may include the entirety or part of the scope of a provided proposal to the Request for Proposal.
21. ANWIL S.A. reserves the right to withdraw from the process of selection of a Contractor and from negotiations without giving reasons. For this, no claims towards ANWIL S.A. shall be laid.
22. The present Request for Proposal forms the invitation to negotiations within the meaning of Article 72 of the Civil Code, and ipso facto provisions concerning offers within the meaning of Article 66 and next of the Civil Code shall not be applied.
23. Interested parties shall be informed about a result of the proceedings immediately after their end.
24. Statement:
 - The Tenderer states that provision / execution of the service / delivery shall take place with due diligence which may be expected from an entity professionally dealing with this kind of activities in accordance with current knowledge and qualifications.
 - The Tenderer states that he has knowledge, experience and equipment necessary to provide / execute the service / delivery and to perform other obligations arising from the Request for Proposal.
 - The Tenderer states that he has relevant permits and/or licences required by law for provision / execution of the services / deliveries covered by the scope of this Request for Proposal.