



Dear Sirs,

We cordially invite you to participate in procurement procedure No. PKN/2/002025/26, conducted by ORLEN S.A. on behalf of ORLEN POŁUDNIE S.A., concerning the qualification and purchase of additives enhancing fatty acid methyl esters.

1. Procurement Process Schedule

The procurement process will consist of two stages: qualification and contracting.

During the qualification stage, Suppliers shall be required to submit samples of the offered additives by the specified deadline and to the address indicated by ORLEN POŁUDNIE. ORLEN POŁUDNIE may also, subject to the prior execution of a Non-Disclosure Agreement (NDA), provide Suppliers with samples of the base fuel.

Following the qualification stage, bidders who receive a positive evaluation will be invited to the contracting stage in accordance with the presented formal, technical, and commercial terms and conditions.

2. Samples of the offered additives

Sample volume: minimum 200 ml for laboratory testing

Contact person:

Grzegorz Łąka

Phone: +48 665 551 987

e-mail: grzegorz.laka@orlen.pl

Please send the additive samples to the address indicated below:

ORLEN POŁUDNIE S.A.

Esters and Glycerine Department

Fabryczna 22, 32-540, Poland

Please also include the recommended dosage of the additive together with the sample.

The deadline for submitting samples shall correspond to the deadline for submitting offers indicated in Connect.

3. Subject of procurement process

The subject of the procurement is additives enhancing fatty acid methyl esters (FAME).

- cold flow improver – 96 tonnes
- antioxidant – 100 tonnes
- biocide – 100 tonnes

The above quantities are estimates. The final contracted volume of the additive will be determined based on its performance (dosage rate per 1 tonne of light heating oil).

A bid may be submitted for one of the above additives or for all types. If you wish to offer several additives from the same group, please attach a PDF file containing detailed offers for those products.

*We reserve the right to order a test batch of the offered additives (1–2 IBCs) for the purpose of conducting production-scale trials. The price of the test batch may not exceed the price of the additive offered in the final bid.

4. Place and terms of delivery

Delivery basis: DDP Trzebinia (Incoterms 2010), T2 status – after customs clearance and payment of all customs duties and charges.

Place of unloading:

ORLEN Południe S.A.
Esters and Glycerine Department
Fabryczna 22
32-540 Trzebinia, Poland

Packaging:

- **cold flow improver** – bulk deliveries (20–24 t)
- **antioxidant** – IBC containers (1,000 l each)
- **biocide** – IBC containers (1,000 l each)

First delivery date: March 2027

Please be advised that purchases will be carried out under the excise duty suspension procedure via e-AD (tax warehouse number: PL35100007209; Trzebinia tax warehouse number: PL35100008346).

5. Technical Requirements

- **Cold flow improver** – maximum dosage: 2000 ppm; we expect the recommended dosage to reduce the Cold Filter Plugging Point (CFPP) from -14°C to -20°C.
- **Antioxidant** – maximum dosage: 600 ppm; it must comply with AGQM requirements. We expect the recommended dosage to increase oxidation stability at 110°C from approximately 9 hours to 14 hours for RME/FAME/FAME 2G, and to correspond to a dosage of 1000 ppm BHT.
- **Biocide** – maximum dosage: 300 ppm. The offered product must be approved for placing on the Polish market – this is a mandatory requirement.

All products must be supplied in liquid form only.

It is recommended that the products should not have an adverse effect on fertility (H360).

The additives are blended in the reactor at a higher concentration (approx. 10%) and are then dosed into the stream of esters without additives. The product must not cause corrosion at elevated concentration.

6. Additional information's

Please attach to your offer the following documents: the product quality specification; the Safety Data Sheet, including the REACH registration numbers of the substances contained in the additive; exposure scenarios; information on the recommended dosage; in the case of the antioxidant, a declaration confirming the recommended dosage of the product required to increase oxidation stability at 110°C from approximately 9 hours to 14 hours for RME/FAME/FAME 2G esters (equivalent to a dosage of 1000 ppm BHT), as well as confirmation of compliance with AGQM requirements; documents concerning the financial standing of your company (balance sheet and profit and loss account for 2023 and 2024, as well as F-01 for Q1 2026, signed by an authorized representative; in the event of a loss, please provide an additional brief explanation); an appropriate power of attorney (if the offer is submitted by persons other than those authorized to incur obligations on behalf of the Bidder); the document confirming VAT registration and an extract from the National Court Register; the Bidder's Declarations and the Beneficiary's Declaration signed by an authorized representative; and a valid certificate (issued no earlier than 3 months prior to the submission date) confirming that there are no outstanding liabilities in respect of VAT, excise duty, and social security contributions (applicable to domestic companies).

Please also accept the draft Framework Agreement (for Bidders who do not already have a framework agreement with OPD for ester additives in place). Should you have any comments, please introduce them using track changes. We also request acceptance of the OPD General Terms and Conditions of Purchase, the GDPR information clause, the Environmental and OHS Rules, and the Rules for Movement of Persons and Materials, all attached to this inquiry..

Other questions:

When preparing offers, the applicant has the right to ask additional questions before the deadline set by Orlen S. A. expires. Questions must be submitted via the Connect purchasing platform. The replies shall be answered as soon as possible and without undue delay. Orlen S. A. reserves the right to refuse a reply without giving reasons.

Confidentiality:

The Offeror undertakes to treat all information contained in the request confidentially. Information concerning the invitation of a tenderer to participate in this tender, the submission of a tender, the conduct of business negotiations and the conclusion of contracts may only be provided by the tenderer after the written consent of ORLEN S. A. to provide such information to third parties or to publish such information.

Acceptance and rejection of the offer:

ORLEN S. A. reserves the right to freely select the tenderers with whom to negotiate some or all of the tenderers submitted and to conclude the contract with more than one tenderer selected in the negotiated procedure, the scope of the contract may include all or part of the scope of the reply to the sent enquiry.

The request is an invitation to negotiate pursuant to Art. 72 c. c. and therefore provisions on the offer within the meaning of Art. 66 §1 c. c. ORLEN S. A. reserves the right to change or revoke this invitation or the conditions of the tender at any time without giving reasons, of which ORLEN S. A. will immediately inform all bidders. For this reason, no compromises apply to the customer. ORLEN S. A. reserves the right, during the analysis of the offers, to make corrections and clarifications of the scope of the offer request and to request any updates of the offers. ORLEN S. A. reserves the right to reply

only to selected offers. ORLEN S. A. reserves the right to invite selected bidders to present the offer. The date and time of the presentation will be determined after the submission of tenders. The location of the presentation is specified by the purchasing office ORLEN S. A. ORLEN S. A. reserves the right to conduct multi-stage negotiations in different forms, i. e. direct negotiations and negotiations in the system of electronic auctions. Bids received in the context of possible negotiations through the electronic auction system may be the subject of further negotiations with the bidders. All costs relating to the preparation and submission of tenders shall be borne by the tenderer. Regardless of the outcome of the tender, ORLEN S. A. shall not be liable for any costs or losses incurred by the tenderer in connection with the preparation and submission of the tender. ORLEN SA reserves the right to refuse them:

- Offers received after expiry of the time limit
- Offers that are not delivered in the manner specified by the purchaser
- incomplete offers

If you would like more information, please contact us directly or via the Connect purchasing platform. We are waiting for your offers.

GDPR information obligation:

The data administrator is:

ORLEN S.A., with its registered office in Płock, ul. Chemików 7.

Tel.: +48 24 256 00 00, +48 24 365 00 00, +48 22 778 00 00

Contact with the Data Protection Officer: daneosobowe@orlen.pl or in writing to the registered office address (marked "Data Protection Officer").