



REQUEST FOR INFORMATION (RFI) NUMBER PKN/2/002762/26

ORLEN Spółka Akcyjna, with its registered office in Płock, ul. Chemików 7, 09-411 Płock, entered in the Register of Entrepreneurs maintained by the District Court for Łódź-Śródmieście in Łódź, 20th Commercial Division of the National Court Register, under number: 0000028860 NIP: 774-00-01-454, BDO 000007103, share capital / paid-up capital: PLN 1,451,177,561.25, being a registered VAT payer, invites you to submit a response to:

Selection of technology and implementation of an Enterprise Performance Management solution featuring Strategic Portfolio Management capabilities

1 Introduction

1.1 Information about ORLEN S.A.

ORLEN S.A. is an integrated multi-energy group operating mainly in Central Europe. It supplies energy and fuel to over 100 million people in European countries, and its modern products are sold in more than 100 countries across six continents. The company's activities include both the extraction of crude oil and natural gas, and the processing and sale of petroleum products, as well as the generation and distribution of energy.

ORLEN S.A. operates the largest network of petrol stations in Central Europe – in Poland, Germany, the Czech Republic, Slovakia and Lithuania. It supplies top-quality fuel, is building a network of fast electric chargers and is developing hydrogen technologies.

Detailed information on the operations of ORLEN S.A. is available at www.orken.pl under the 'About the company' tab.

1.2 Data Protection Clause

The information contained in the documents submitted with this enquiry constitutes a trade secret of ORLEN S.A., within the meaning of the Act of 16 April 1993 on Combating Unfair Competition and is protected for a period of 10 years; it may not be disclosed to third parties or used for purposes other than those for which it was provided without the consent of ORLEN S.A. The Supplier undertakes to treat all information arising from the receipt of this RFI as confidential.

The Supplier shall use its best endeavours to ensure that the information provided by ORLEN S.A. in this RFI is protected by the same measures as those applied to the Supplier's own protected materials. In the event that information subject to special protection is disclosed, the Supplier is required to comply with the specific safety requirements set out by ORLEN S.A.

Information concerning the invitation to the Supplier to respond to this RFI, the Supplier's response, the conduct of commercial negotiations and any contracts concluded may only be disclosed by the Supplier after obtaining ORLEN S.A.'s written consent to the disclosure of such information.

Should the Supplier who has received this request for information not agree to the above terms, they must return this document to ORLEN S.A. and destroy all copies (both electronic and paper).

1.3 Supplier Risk and ORLEN S.A.'s Reservations

All costs of preparation and submission of information shall be borne by the Supplier.

Regardless of the results of the analysis, ORLEN S.A. shall not be in any way responsible for or obliged to provide compensation for costs or losses incurred by the Supplier in connection with preparation and submission of a reply within the scope of this RFI.

ORLEN S.A. stipulates that this document should not be regarded as an invitation to submit bids, and responses submitted within this RFI will be provided for information purposes only. In this matter, the provisions of Article 66 and further provisions of the Civil Code regarding bids shall not be applicable.

ORLEN S.A. reserves the right to:

- change the schedule for this RFI without giving reasons,
- to cancel this RFI at any stage without giving reasons,
- not to select a technology, if none of the options meet expectations,
- to clarify the scope of the use case and workshops during the proceedings,
- to conduct additional questioning and clarification sessions, should this be necessary for a thorough assessment of the technology.

ORLEN S.A. reserves the right to select, at its discretion, any entities that may be invited should further steps be taken.

1.4 Key definitions

- Manufacturer – owner of the technology,
- Partner – an entity authorised by the Manufacturer to submit a response to the RFI in Phase I,
- Supplier – an authorised entity submitting a response to an RFI (Manufacturer or Partner),
- Implementation partner – an entity selected in subsequent phases, once the technology has been chosen (outside the scope of this RFI).

2 Scope of Request for Information

2.1 General description of the RFI

The purpose of this Request for Information (RFI) is to **select EPM/SPM software as part of the software selection process**, which will form the technological basis for the development of the ORLEN Group's target EPM/SPM environment.

This Request for Information (RFI) does not cover the selection of an implementation partner or the final quotation for the production roll-out. These items will be the subject of subsequent phases of the procurement process.

This document describes the scope of Phase I of the procurement process, which involves the selection of an EPM/SPM-class solution. Phase I is the first stage of a broader procurement process, which comprises, in sequence: the selection of technology, the selection of an implementation partner, and the main RFP process, including negotiations.

ORLEN S.A. allows for the possibility of a Partner representing the Manufacturer may take part in the proceedings, provided that this is in line with the cooperation model adopted by the Technology Manufacturer. In such a case, the Manufacturer may authorise and designate only one company to take part in this procedure.

If a Partner participates in the procedure, it must attach to its response to the RFI a signed statement from the Manufacturer confirming its authorisation to participate in the process, including submitting a response to the RFI and presenting the offered technology.

Failure to provide the required confirmation will result in the Partner being excluded from the procedure.

ORLEN S.A. expects the EPM/SPM tool to support processes including, amongst others:

- financial and operational planning,
- budgeting and forecasting,
- management reporting,
- scenario modelling and 'what-if' analyses,
- strategic planning,
- support for capital decisions,

- strategy management and the implementation of strategic initiatives,
- the management and implementation of the MBO process,
- monitoring the achievement of strategic objectives,
- an analysis of the impact of investment decisions on the Group's results.

The target solution should support the integration of financial, management accounting and strategic processes within a single, coherent environment.

In particular, ORLEN expects a solution to be chosen which:

- provides a high degree of modelling flexibility and self-service capabilities for business users,
- enables the rapid and iterative implementation of further functional areas,
- integrates well with the target data architecture and existing IT environment components,
- minimises the risk of becoming dependent on a single implementation partner or a closed delivery model.

The process of selecting EPM/SPM software involves the following steps:

- to gather market information on available EPM/SPM solutions in the context of, amongst other things:
 - compliance with functional, practical, architectural, safety and other requirements in accordance with the assessment criteria,
 - the ecosystem and partnership potential in Poland,
 - licence terms, pricing models and commercial opportunities offered by manufacturers,
 - the estimated total cost of ownership (TCO) resulting from the terms, model and commercial options offered by manufacturers, based on a model scenario,
 - the manufacturer's best practice regarding how to implement the tool,
- to carry out the selection and evaluation process for EPM/SPM software that meets the ORLEN Group's requirements,
- to draw up a final recommendation regarding the selection of EPM/SPM software, based on the information gathered, the selection and evaluation process carried out for alternative solutions, together with a justification for the purposes of the subsequent stages of the procedure.

2.2 RFI item description

A detailed description of the subject of the RFI is set out in Annex 1.

3 Guidance for Suppliers

3.1 Submitting a response

Responses to this Request for Information should be submitted by prospective Suppliers in the format and by the deadline specified in the Connect system, in the designated sections. Any response submitted via the Connect system must be accompanied by a file in PDF or XLS format (if there are multiple attachments, please use WinZip to compress them):

- **Response to RFI – attachment**

All attachments must be included in accordance with the instructions set out above.

ORLEN S.A. wishes to inform you that there is no other way to submit a valid response – responses submitted via any communication channel other than the Connect Platform will not be considered by ORLEN S.A.

The reply must be confirmed by the person(s) authorised to represent the Supplier – a copy or extract of the relevant powers of attorney must be attached to the response.

3.2 Additional questions from Suppliers

During the preparation of the response, the Supplier may ask additional questions concerning this RFI. Questions must be submitted via the Connect system using **the 'Questions/Answers' tab** – it is important that the text of the questions **does not contain any information that could identify the company that submitted them.**

On the basis of the questions asked, the team at ORLEN S.A. will prepare a standardised response – the same for all Suppliers, except where, in ORLEN S.A.'s view, the question relates directly only to the Supplier who asked it. At the same time, ORLEN S.A. reserves the right to refuse to answer any questions submitted without giving reasons.

3.3 Required content of the response to the RFI

To facilitate the analysis of the response to the RFI, it must be organised in accordance with the points set out below and should include the following information:

1. Summary / introduction to the response:
 - a. company name, names of the company's representatives, address, telephone number, email address;
 - b. Supplier's profile
 - c. the full name of the person to be contacted regarding the submitted response,

- d. a brief overview of the proposal contained in the response, including a summary of the EPM/SPM solution, key benefits, the extent to which requirements are met, and the main points of the response to the RFI.
2. Information about the Supplier, including an indication of whether the response is being submitted by the Manufacturer or an authorised Partner.
3. A signed statement from the Manufacturer confirming the Partner's authorisation to participate in the process, including the submission of a response to the RFI and the presentation of the technology (if the Partner is providing the response).
4. A description of the EPM/SPM technology presented, covering the solution's architecture, main modules, operational model and alignment with the ORLEN Group's target IT architecture, with reference to ORLEN's business and architectural context.
5. Information concerning the partner ecosystem, in accordance with the content and list set out in point 6.4 of Annex 1.
6. A description of the reference implementations in accordance with the content and list set out in point 6.4 of Annex 1.
7. A signed confirmation of the ability to carry out an implementation project using the technology described, in Polish, together with additional information in accordance with the content and list set out in point 6.5 of Annex 1.
8. A description of how the proposed EPM/SPM technology meets the functional requirements, including the completed Annexes 2 and 3.
9. A description of the AI/ML functionality in accordance with the content and list set out in point 4.1.1 of Annex 1.
10. A description of how the proposed EPM/SPM technology meets the non-functional requirements, drawn up in accordance with the list and content set out in point 5 of Annex 1.
11. A description of the scope and terms of cooperation with ORLEN as part of development activities, in accordance with the content and list set out in point 6.7 of Annex 1.
12. A description of the licensing model, including the information set out in point 6.1 of Annex 1.
13. A response to the sizing scenario, including the completed Annex 5.
14. A signed Letter of Commitment setting out the guaranteed pricing and discount terms for the licences/subscriptions required during the implementation, maintenance and development phases of the technology to the ORLEN Group, in accordance with the provisions of point 6.2.1 of Annex 1.
15. Description of the tool's development roadmap set out in point 5.9 of Annex 1.

16. Other information supplementing the terms of cooperation.
17. Validity period of the response (at least 6 months from the date of response).
18. Other information supplementing the terms of cooperation and/or commercial terms (if any).
19. The security requirements set out in Annex 9 have been met.
20. The completed questionnaire for the cloud solutions provider, set out in Annex 10.
21. Completed and signed Annex 11 – Beneficial Owner Statement.
22. Annex 12 – Declaration of the Supplier – sanction provisions, completed and signed.
23. Signed Annex 13 – Supplier's Declaration.

The submission of the above-mentioned data and documents is a prerequisite for the RFI to be considered.

3.4 Language of communication

This RFI document is available in Polish and English; however, in the event of any ambiguity, the Polish version shall prevail.

ORLEN S.A. permits the use of Polish and English as the languages of communication in this RFI process.

Specific requirements regarding the use of a particular language are set out in the Annexes to this Request for Information.

3.5 Prices

The prices quoted in response to this RFI shall be net prices.

3.6 Evaluation of responses to the RFI

Responses are evaluated by a Procurement Team appointed for this purpose. Based on the information provided, the Team will evaluate all responses in accordance with the pre-determined criteria and their weightings.

Answers will be evaluated on the basis of the following criteria:

1. Critical (fulfilment of each of these conditions determines whether the Supplier may continue to participate in the procurement procedure):
 - Compliance with security requirements (Annex 9 and 10).
 - The extent to which critical business requirements have been met in the EPM/SPM section (Annexes 2 and 3).

- At least two case studies of successful implementations of the relevant technology within major corporate groups, which have resulted in a production roll-out within the last five years.
- Confirmation of the ability to carry out an implementation project for the specified technology in Polish,.
- In the case of a Partner – submission of a signed declaration confirming the Manufacturer's authorisation for the Partner's participation in the process, including the submission of responses and a presentation of the technology on offer.

2. Technical:

- The extent to which all EPM/SPM functional requirements are met.
- Architecture assessment and operability.
- Business flexibility and UX.
- Platform integration and openness
- The ecosystem and partnership potential in Poland
- Licence/subscription model
- Contract terms and conditions

The response that best meets ORLEN S.A.'s criteria will be deemed the best response.

The criteria for selecting responses and the resulting evaluation will remain confidential information of ORLEN S.A. and will not be disclosed to Suppliers.

Therefore, no claims against ORLEN S.A. shall arise.

The company shall immediately notify the Suppliers of the outcome of the procedure, or of the closure of the procedure without a selection having been made.

4 Additional information and a list of annexes

4.1 Contact person

The person responsible for the process on behalf of the Procurement Department is:

Agnieszka Nowacka

IT Applications Procurement Team

ORLEN S.A.

Procurement Department

Tel. 24 256 77 23

e-mail: agnieszka.nowacka@orlen.pl

This person will be responsible for coordinating the process of responding to additional questions from Suppliers, including forwarding questions to the relevant experts at ORLEN S.A. in the particular business areas and consolidating the responses for Suppliers.

ORLEN S.A. accepts no liability for the content of tender notices published on websites other than <https://connect.orlen.pl/> and relating to ORLEN S.A.

Access to tender notices on the <https://connect.orlen.pl/> website is free of charge.

4.2 List of Annexes

Annex 1 – Detailed description of the subject of the RFI

Annex 2 –Functionalities of the EPM

Annex 3 – Functionalities of the SPM

Annex 4 – Sizing.doc

Annex 5 – Sizing.xlsx

Annex 6 – EPM Use Case

Annex 7 – SPM Process Use Case

Annex 8 – SPM Use Case

Annex 9 – Security requirements (detailed)

Annex 10 – Questionnaire for the cloud solutions provider

Annex 11 – Beneficial Owner Statement

Annex 12 – Declaration of the Supplier– sanction provisions

Annex 13 – Supplier's Declaration

Annex 14 – Information clause