



TERMS OF REFERENCE

Regarding: **Recovery of precious metals from granulation plates.**

Any information on the subject procedure will be provided by:

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1. Technical Specifications:

The subject of the contract is the recovery of precious metals from waste granulation plates that were used in the caustic soda production process (with an option for resale). The final decision on the form of management/settlement of the recovered precious metals that the Bidder will propose in its bid will be made by ANWIL S.A.

Refining is carried out on 10 granulation plates with a total weight of 26,87 kg . Composition of granulation plates: Ag (38), Pd (31), Au (31) surrounded by a nickel (Ni) ring. The plates were classified under waste code 16 03 04 (Basel Convention code B1010).

Detailed specifications are provided in the table below.

Plate No.	Diameter of Ni ring plate [mm]	Plate diameter [mm]	Ni ring thickness [mm]	Plate weight [kg]
P12/5/10	215	145.0	20.1	4.26
P12/3/09	214	145.5	15.5	3.42
P12/6/12	214	146.4	16.1	3.66
P12/7/13	215	143.8	20	4.21
P12/2/07	214	147.0	14.5	3.29
P12/4/10	214	145.4	16.2	3.66
P12/1/07	149	143,5	12,0	1,13
P13/7/03	149	143,6	11,5	1,11
P13/9/04	149	143,7	12,0	1,10
P13/8/04	149	144,8	10,0	1,03

2. Scope of works / delivery:

- 2.1 Performing analysis for metal content,
- 2.2 Performing the recovery of metals from granulation plates in accordance with applicable laws and regulations and in accordance with the decisions authorizing the service,
- 2.3 Keeping records that capture the recovery process.

3. Performance date/time-limit:

- 3.1 Six (6) months from the date of signing the Contract.

For domestic contractors, the granulation plates will be available for pickup immediately after signing the Contract. For foreign companies, transportation is on the side of ANWIL S.A.

4. Technical conditions for performance and acceptance of service/delivery:

- 4.1 For Polish bidders, transportation shall be provided by the Contractor. For foreign companies, transportation is on the side of ANWIL S.A. The transporting company must transport with a vehicle adapted for this purpose. It must also have insurance against possible negative events related to the execution of the transport – such as destruction of the cargo or improper transportation, which would result in a financial burden on ANWIL S.A.
- 4.2 In order to determine any defects in the cargo, which could occur during transport, the cargo will be weighed twice – when leaving ANWIL S.A. and at the Contractor's destination,
- 4.3 Taking representative samples (according to the procedure presented by the Contractor and approved by the Principal) and analyzing them for metal content, with the participation of a so-called third party who will confirm the result of the analysis (metal content),

5. Requirements:

The Contractor declares that:

- 5.1 All authorizations referred to in Section 5 "Requirements" will remain valid throughout the execution of the Contract and can be audited by ANWIL S.A. representatives at the Bidder at any time,
- 5.2 It will present bids in Polish or English,
- 5.3 The bid should include a quote for which the Purchaser intends to refine the granulation plates, collect the plates from ANWIL S.A., and repurchase the precious metals obtained during refining. The price should be presented in the form of a formula that captures possible differences in the composition of granulation plates (the actual composition may differ from the specified one),
- 5.4 The quote must include all additional charges resulting from the execution of the order,
- 5.5 It shall bear all costs associated with the preparation and submission of the bid and shall not be entitled to claim reimbursement of such costs.
- 5.6 Confirmation that the Bidder has learned and accepted the conditions of this RFQ.
- 5.7 Attachment of a current excerpt from the National Court Register [KRS] or certificates on entry into the Central Registration and Information on Business [CEIDG] (with regard to consortiums – it is required to submit a copy of the consortium agreement and power of attorney of a consortium leader to represent the other members of the consortium).
- 5.8 Confirmation that the Bidder has learned and accepted the conditions of this RFQ.
- 5.9 Confirmation that the Bidder has familiarized itself with and accepts the DOCUMENT: Terms and conditions for Participation in the Purchasing Procedure,
- 5.10 Certificate from the Tax Office on being an active VAT taxpayer (not older than 3 months) that the Bidder is a registered active VAT taxpayer

6. The technical bid should contain:

- 6.1 Confirmation of having read the terms and conditions of these ToR, with acceptance of the same,
- 6.2 Statement confirming experience in the recovery of metals from granulation plates,

- 6.3 Statement confirming the technical capabilities to carry out the process that is the subject of this request,
- 6.4 Confirmation of the possibility of an audit by ANWIL S.A. verifying the declared technical capabilities to carry out the process that is the subject of this inquiry and the compliance of its performance with the requirements included in the ToR during the procurement process as well as during the term of the contract,
- 6.5 Statement that the Bidder is an authorized recipient of the waste covered by the request for proposal within the meaning of the applicable laws governing the collection of waste.
- 6.6 Statement that the Bidder will provide a statement confirming the final recovery of waste in accordance with applicable laws.
- 6.7 Description of the process for the recovery of metals from granulation plates (including the designation of the recovery process) and sampling procedures.
- 6.8 Presentation of the address of the recovery facility.
- 6.9 In the case of performing the recovery process domestically, the following is required:
- a) Confirmation of the Bidder's authority to collect and transport waste by:
 - attaching to the bid a copy of the relevant waste management permits (with waste code 16 03 04 listed);
 - providing the BDO registration number authorizing the transportation of waste covered by this request. If the waste collection company uses the services of a waste transport company, it is necessary to provide the registration number of the BDO register authorizing the transport of waste covered by this request by the designated company or a statement that the Bidder will not use the services of a waste transport company.
 - b) Statement that the Bidder undertakes to immediately confirm the takeover of waste and its transportation at BDO.
- 6.10 If the service is performed abroad, the following is required:
- a) Confirmation of the Bidder's authority to process waste by attaching to the bid a copy of the relevant waste management permits (with waste code 16 03 04 listed) with a version translated into Polish or English;
 - b) Confirmation of readiness to comply with all formalities under Regulation (EU) 2024/1157 of the European Parliament and of the Council of April 11, 2024 on shipments of waste, amending Regulations (EU) No. 1257/2013 and (EU) 2020/1056, and repealing Regulation (EC) No. 1013/2006.

Enclosures

Enclosure No. 1 – Conditions of participation in the tender procedure – RFP.

Enclosure No. 2 – Information protection,

Enclosure No. 3 – Sanction clause,

Enclosure No. 4 – Anti corruption clause,

Enclosure No. 5 – MAR Clause information note

Enclosure No. 6 – GDPR Clause,

Enclosure No. 7 – Declaration – Beneficial Owner,

Enclosure No. 8 – Privacy notice for natural persons who are Contractor or representatives of Contractors, of ORLEN Group Companies and whose details are shared across ORLEN as part of the Trade Credit Centralisation,

Enclosure No. 9 – Privacy notice for natural persons who are Contractors, or representatives of Contractors, of ORLEN Group Companies and whose details are shared across ORLEN as part of the Debt Collection Centralisation,

Enclosure No. 10 – Draft of Bank Guarantee,

Enclosure No. 11 – Disposal (Green) Contract draft