

SCOPE OF WORK

Verification / verification + calibration of tanks for the period of 2027-2029

1. General.

[Provide general description, purpose and place of works]

Verification / verification + calibration of tanks operated by AB ORLEN Lietuva (hereinafter, the Company or the Owner).

2. Attachments.

[List all related additional material (reference number and exact title of document). If any pictures, drawings or diagrams are provided to describe/illustrate the requirements, make sure that they are consistent with the requirements indicated in SOW].

The list of tanks for verification / verification + calibration is provided in Attachment 1 hereto.

3. Description and specifics of work.

3.1. WORK DESCRIPTION

[Provide a detailed description and explanation of each task to be performed. Specify the main steps and actions to be executed by the Contractor. Specify preliminary sequence of works. When planning the scope of work, it is necessary to evaluate the results of inspections performed for the facility/equipment, to take into account the data of continuous inspections and previously recorded incidents (if any)]

Perform verification / verification + calibration of tanks listed in Attachment 1 hereto according to applicable regulations of the Republic of Lithuania and European Union. When the findings are positive, issue and present to the Owner verification /verification + calibration supporting documents (verification certificate, calibration certificate, capacity tables, control report), marks and tags. When the findings are negative, issue non-conformity documents (non-conformity certificate).

During validity of contract, the list provided in Attachment 1 may vary (be supplemented) therefore the contractor will be required to do some additional work. The pricing for additional scopes of work shall be based on the rates agreed in Attachment 1 and in case of absence of required rate - by additional agreement to the Contract.

Final results and conclusions of verification / verification + calibration shall be presented in original hard-copies and in addition before the presentation of originals may be transmitted in soft copies.

For verification / verification + calibration the contractor shall use its own metrologically verified equipment.

The contractor shall provide the Owner with a list of required data for the works, including process parameters, instrument readings and system data.

The contractor shall have special joints/connectors required to connect measuring instrumentation and shall provide a list of other non-standard auxiliary equipment which shall be approved by the Owner in advance and, where agreed so and possible, may be supplied by the Owner.

Contractor shall travel to the Owner at its own cost (own transport).

The contractor shall submit a commercial proposal based on this Scope of Work (SoW) and Attachment 1 containing the list of tanks for verification / verification + calibration.

Rates verification / verification + calibration should be quoted based on, including but not limited to, the list of tanks provided in Attachment 1 hereto.

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Only proposals covering the full scope of services will be considered for contract award.

3.2. Special requirements (if applicable).

[Indicate specific requirements which might impact performance of works, price, results. (E.g. recommend to visit the site at specified time, etc.)]

The works under the Contract shall be performed with high quality and in a timely manner.

Contractor shall have duly tested metrologically verified equipment required for the works.

Calibration works shall be performed in line with the requirements of respective methods within accreditation scope (volumetric calibration method is excluded). Volumetric calibration method is not acceptable to the Owner. Proposals for volumetric calibration method shall be rejected.

Verification shall be done in accordance with methodology requirements for the scope of designation.

Verification and calibration shall be performed exclusively using methods that minimize time, energy consumption, and human resources, giving preference to electro-optical and laser measurement techniques.

The contractor shall employ modern and advanced verification and calibration methodologies that ensure fast, technically efficient, and high-quality execution of the work, which is of particular importance for continuity of technological processes.

The owner of tank subject to verification or calibration, or supervisor of contractor's work, may refuse to accept completed works or prohibit the use of the contractor's materials and reference equipment if they do not meet contractual requirements.

3.3. Requirements for work execution and documentation.

[Specify the documentation to be provided by Contractor for work execution. If this is some data, indicate and describe the exact data needed and the standards to comply with. In case Contractor has to fill in some documentation, specify the desired format and contents, or refer to the requirements for the document preparation.]

Based on verification/ verification + calibration lists provided by the Owner, the contractor shall agree with the Owner its work schedule for the upcoming period (current and/or next month).

The works shall be scheduled on monthly basis. The Contractor will receive the scopes of work and a schedule from the Owner via email.

Urgent, non-scheduled works may be preliminarily discussed by phone and subsequently confirmed via email.

The Contractor shall come to and perform the works at the place of verification / verification + calibration in accordance with the pre-agreed schedule and scopes of work.

The Contractor shall provide regular updates to the Owner's work supervisor, coordinate all actions with him/her, and immediately report any issues.

Upon receipt of notice from the Owner, the Contractor shall arrive at site for verification / verification + calibration no later than in 3 business days after receipt of notice. A notice is information sent via email (to the address specified in the contract) to inform the Contractor of the need to perform scheduled or non-scheduled verification / verification + calibration.

At least three working days before the planned start of works, the Contractor shall submit requisitions of established form for passes and electronic access (ID) badges necessary for its representatives to enter the Owner's protected facilities.

The Contractor must familiarized itself in advance with the OHS Procedure for Contractors and other procedures and requirements applicable at ORLEN Lietuva as available at:

<https://www.orldenlietuva.lt/EN/ForBusiness/DocumentsForContractors/Pages/default.aspx>.

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The Contractor shall provide itself with relevant means and equipment, and organize the works in accordance with all applicable requirements and procedures. In case needed, the work shall be performed on round-the-clock basis. Contractor shall ensure uninterrupted round-the-clock supervision of the place of work.

Work (verification / verification + calibration) shall be deemed completed after verification or calibration has been completed and supporting documents (as specified in Par. 3.1 hereof) have been provided.

3.4. Qualification requirements for the Contractor.

[Specify exact qualification requirements to be met by the Contractor. Describe requirements for works execution, design, reliability, staff, etc.]

When submitting its proposal for verification/verification + calibration, the Contractor shall demonstrate its competence through accreditation.

In its proposal, the Contractor must explicitly state whether it provides accredited or non-accredited services.

To evaluate Contractor's qualification, the Contractor shall submit the following supporting documents:

- Transcript of the company's registration certificate;
- Accreditation certificate issued to the company by the controlling institution, and scope of accreditation attachment;
- Calibration laboratory accreditation certificate and scope of accreditation attachment.
- The standard, general methodology under which it has been accredited for verification, the accrediting institution, and the list of measuring instruments the Contractor is authorized to verify, along with the specified verification methods;
- The standard, methodology under which it has been accredited for calibration, the accrediting institution, and the list of measuring instruments the Contractor is authorized to calibrate, along with the specified calibration methods;
- Methodologies/procedures used for verification;
- Methodologies/procedures used for calibration.

4. Materials, equipment, and services to be provided by the Owner.

[If certain materials and equipment provided by Owner will be used by Contractor for specific tasks, indicate what exactly will be provided and when]

None

5. Materials, equipment, and services to be provided by the Contractor.

[List the items to be provided by Contractor as a part of works, and to be included in the price.]

The Contractor shall provide all the materials, tools, devices, transport and equipment required for the works.

6. Requirements for work completion.

[Set the main milestones and deadlines or control points in the course of task execution where the OWNER is to review the completed tasks, approve, accept such as proper, or reject them.]

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Work (verification or calibration) shall be deemed completed after verification or calibration has been completed and supporting documents (as specified in Par. 3.1 hereof) have been provided.

7. Requirements for work acceptance.

[Describe criteria according to which completed work will deemed compliant with requirements and accepted.]

Present verification or calibration supporting documents, non-compliance certificate.

8. Requirements for work schedule.

[Indicate preliminary work execution period. If period is indicated from the contract signature, such shall be given in calendar days, weeks or months.]

The planned period of works at ORLEN Lietuva is 1 January 2027/31 December 2029.