



GENERAL PROVISIONS APPLICABLE TO PROCUREMENT PROCESS

1. Please submit your proposal based on the qualification, technical and commercial requirements (if applicable) available on the purchasing platform **CONNECT (hereinafter CONNECT)**, also requirements provided in scope of work (SOW) or other documents enclosed therewith.
2. Public Company ORLEN Lietuva (hereinafter the Owner) can extend the deadline for the submission of proposals upon receipt of Contractor's motivated request. In case the Owner agrees to extend the deadline, all potential Contractors giving notice of intention to participate in the tender will be notified about the new deadline.
3. By submitting a proposal, the Contractor confirms that all information provided by it is accurate and correct. Contractor has not concealed any circumstances that the Owner should be aware of.
4. The Contractor can submit questions, if any, through 'Questions/Answers' on CONNECT. All explanatory material will be provided either via CONNECT or sent by email where it is not possible to do it via CONNECT. If any question is relevant to and may affect proposals of other Contractors, the Owner's answer will be disclosed to all bidders.
5. All costs related to the preparation of proposal will be at your sole expense. The Owner may, at its own discretion, select the winner(s) of the procurement process and negotiate all or part of proposal, also conclude one or several contracts with one or several contractors.
6. Mobilization costs must be included in the price of works.
7. The Contractor is responsible for mobilization/demobilization of office containers (including storage containers) and all associated costs must be included in the tender price. The Owner will provide space for containers and the power connection points. Containers must be equipped with smoke/flame detectors and fire extinguishers. Company name, responsible person and telephone number must be indicated on the office containers.
8. All employee accommodation costs, including mobilization and demobilization, must be included in the tender price.
9. The Contractor must himself furnish a power generator. Connection to the power grid is possible in process units but the Contractor must have all required extension cables. In case of emergency works, the Owner can supply diesel generators (where not possible to connect to the power grid) but the Contractor must provide fuel for the generators.
10. After submission of proposal the Owner will not accept any changes to the commercial part (price, estimates) reasoned by the Contractor has not understood and/or incorrectly evaluated the scope, specifics of required works, materials, labor, etc.
11. If proposal does not meet the tender requirements, the Owner reserves the right to reject it.
12. The Owner shall be entitled to cancel or suspend the procurement process without indicating any reason for this. The tenderer agrees with this and will not assert any claims against the Owner.
13. If written agreement is to be concluded with the Contractor for works that will be/may be ordered on the unit rate basis, the Contractor must submit unit rates in Excel format according to the requirements for the pricelist conversion to the e-Service program. Requirements applicable to convertible pricelist are laid down in Annex 1 hereto.
14. Proposal must be valid for at least six (6) months from the date of its receipt if not specified otherwise in CONNECT.
15. All and any information and data shall be deemed confidential and shall be protected from any unauthorized disclosure (either direct or indirect) to any third parties without prior written consent from the Owner. This information and data is for the attention of the indicated addressee only. If you are not the indicated addressee, you are not authorized to copy, disclose or distribute this information or data to any other persons. Please, report this to the Owner by e-mail or inform the sender by telephone, and destroy (delete) any received information and data.
16. The Contractor confirms that he adheres to the standards established in ORLEN Lietuva Supplier Code of Conduct (available at <http://www.orlenlietuva.lt/LT/OurOffer/ForVendors/Puslapiai/default.aspx>).
17. Occupational Health and Safety Procedure for Contractors BDS-40 (available on Owner's website <http://www.orlenlietuva.lt/LT/OurOffer/Forcontractors/Puslapiai/default.aspx>) provides information on basic and minimum occupational safety and health requirements applicable to contractors while in the Owner's territory. In addition to his proposal, the Contractor must present completed OHS questionnaires for the current and previous years if so required in CONNECT.
18. Once performing works/providing services to apply measures that reduce the quantity of waste in their work;
19. The Contractor shall collect, sort, mark and ship waste into temporary storage sites of the Company if such waste is generated from objects, materials, substances, equipment belonging to the Company;

20. The Contractors shall collect, sort and ship waste from territories of the Company generated from objects, materials, substances, equipment of Supplier/Contractor delivered to the territories of the Company;
21. Before starting work, the Contractor shall prepare Waste Management Plan (in the form provided in Annex 9) if maintenance, repair, reconstruction, modernization works will extend for more than one week and more than 0,1 m³ of waste will be generated. Waste Management Plan will be agreed with the employee of the Company who ordered these works, head of organizational unit within the territory of which works will be performed and responsible employee of Environmental Department.
22. Before starting work, the Contractor shall develop a safety plan and get them approved by the Owner's representatives. Before starting work, the Contractor is required to submit to the Owner a completed and approved form 'Permit to Commence Works'.
23. Public Company ORLEN Lietuva can supply premises and equipment under a lease contract between the Owner and the Contractor. If any needed, please contact Dalia Povilaitiene by email Dalia.Povilaitiene@orlenlietuva.lt;
24. All legal entities meeting the tender requirements can join the tender organized by the Company. When several entities linked through economic, subordination or other ties take part in the tender, it shall be considered that one better proposal has been submitted for the tender.
25. The Contractor must have civil liability insurance for a value not less than the contract price for the purpose of covering any possible damage to the Owner's property, health or life of his employees as well as that of any third parties. Please enclose copies of all respective insurance policies or present a binding letter confirming that respective insurance policy will be obtained before starting the works.

OTHER OWNER'S REQUIREMENTS FOR MAINTENANCE WORKS:

Work supervisor: At least 1 work supervisor per 15 direct workers.

Materials coordinator: at least one coordinator per 50 direct workers.

Occupational health & safety specialist: Owner's requirement – at least 1 OHS specialist per 50 direct workers.

Quality control specialist: Owner's requirement – at least 1 quality control specialist per 50 direct workers.

Welding engineer – certified European welding engineer or European welding technologist (IWE, EWE or IWT, EWT).

Subcontractors: Subcontractors can perform not more than 30 percent of the main scope. After signing a contract with the Owner, it is required to coordinate the list of subcontractors with the Owner's representatives and to provide a copy of subcontract if so required by the Owner.

Equipment list: 1.11. In addition to other mandatory documents the Contractor must present a list of equipment with indicated technical characteristics as requested by technical criteria (if applicable). For assembly of flanged joints it is required to present a list of metrologically verified tools (dynamometric).

List of employees that will assemble flanged joints: In addition to other mandatory documents the Contractor must present a list of employees trained to assemble flanged joints. Training must be completed maximum 1 year ago. The Owner reserves the right to verify the qualification of employees by examining how they assemble flanged joints and testing their knowledge of design of flanged joints and dimensions/design/type/application of gaskets. If employees fail the examination, the Contractor shall arrange training for his employees and pay 104 EUR (VAT excluded) for the training of each group. Training/examination groups are made of max 15 persons.

Welder qualification test: Please be informed that the Owner will test the qualification of welders in accordance with the Owner's procedures (Annex No. 2 Welder Qualification Testing Procedure). Qualification test will be conducted before the work and therefore in your proposal take into account the cost of additional mobilization of welders for the test.

Requirements for work clothing: For identification of employees, helmets worn by workers must have the name of Contractor company (including subcontractor after dash) and the full name of the worker. Work clothes must also have a logo/name of Contractor company.

Mechanical equipment must be non-sparking, wrenches must be made from galvanized steel. Power equipment must be explosion-proof when working in explosive/gaseous environments.

For **hot works** it is required to have verified fire extinguishers and where necessary fire retardant welding blanket.

Pressure instruments of **welding equipment** must be verified, hoses must be tested and have an indication of performed test.

Barrier tapes: The Contractor must have barrier tapes, preferably with indicated company logo.

Power equipment must be in good condition with verified insulation/resistance, have resistance measurement reports/appropriate designations on equipment/cables. Where required, the Contractor must have stands for lifting cables from the ground and/or installing enclosures. Contractor shall also have boxes, containers for bolts to prevent the falling of bolts and/or other parts/tools from height.

The Contractor must also have a certified **electrician** authorized to connect/disconnect the Contractor's power equipment.

The Contractor is also required to have **half-masks** or panoramic masks with A1B1E1K1 gas filters (protecting against organic, non-organic, acid vapors and gas, ammonia and organic ammonia compounds).

Gas analyzers must be provided for **all vehicles** (for more details refer to Procedure BDS-10).

Translator: If Contractor's employees/work supervisors are not able to communicate in Russian and/or Lithuanian, the Contractor must hire, at his own expense, one or several translators to ensure proper and timely communication between the Owner's and Contractor's employees. The Owner recommends having 1 translator per 15 persons.

Materials required for mechanical works: Main materials for mechanical works will be provided by the Owner. Contractor shall supply: welding materials (excluding spec. electrodes UTP6222MoA; Bohler Fox Nibas625; Bohler Fox CN23/12; Bohler Fox SAS-4A; Bohler Fox FFB), welding gas, insulation wool, tools, personal protection equipment, slings, hydraulic equipment and manometers. Where needed, the Contractor shall supply materials for fabrication and installation of steel structures and access platforms as well as fabricate and install them. Requirements for Contractor's welding materials are provided in Annex 3.

The Contractor must hold a certificate issued by the State Energy Inspectorate (if not, the Contractor must send a binding letter where he undertakes to obtain and submit such certificate before the start of works):

- Certificate issued by the State Energy Inspectorate of the Republic of Lithuania authorizing maintenance/operation of crude processing units and heat installations – depending on operating parameters of repaired equipment;
- Maintenance of crude processing units (irrespective of their operating parameters); maintenance of tanks and their appurtenance (irrespective of volume) designed for storing crude oil and/or petroleum products (except LPG) and other liquid fuels.

! Please confirm the receipt of this RFP as well as your intention to submit a proposal in the CONNECT system by the established deadline. Letter of confirmation must be sent via 'Questions/Answers' or by email to the indicated procurement specialist.

!! If you do not intend to submit a proposal, please inform the procurement specialist and specify the reasons for not taking part in the tender.

Notes:

1. **All questions about criteria or tender material and answers must be provided via CONNECT** as described in Item 4 above.
2. If you have any questions or difficulties in submitting your proposal via CONNECT, please contact Olga Ancevičienė, tel. +37044392033, email: connect@orlenlietuva.lt.

Requirements for convertible pricelist

Pricelist for conversion shall be delivered in Excel format.

	Length/form	Explanation
Code	Up to 20 symbols. Capital letters only Do not use &, %, ', #, ?, <, >	Starting the code with the abbreviated company name is recommended to identify the particular company. e.g. UAB TPT - TPT
Description	Up to 80 symbols	Latin (Lithuanian) and Cyrillic (Russian) letters may be used
UOM	List of standard units provided*	-
Price	Decimal format - two decimal places	Price to be indicated in contract currency. If any coefficients are used for payment rates, the pricelist must have two columns: one for the price with a coefficient, and another - without it (prices vary accordingly).

For example:

Code	Description	UOM	Price
TPT-UTTH-60-1	Up to 60°C, when total amount of measurement points: max 10	pcs.	2.65
TPT-UTTH-60-2	Up to 60°C, when total amount of measurement points: max 10; OHS coefficient	pcs.	3.18
TPT-UTTH-60-3	Up to 60°C, when total amount of measurement points: max 10; overtime coefficient	pcs.	3.98
TPT-UTTH-60-4	Up to 60°C, when total amount of measurement points: max 10; OHS and overtime coefficient	pcs.	4.77
TPT-UTTH-60-5	Up to 60°C, when total amount of measurement points: max 10; rest day coefficient	pcs.	5.3

List of standard units*:

Abbreviation	Description
km	Kilometer
set	Set
m	Meter
m ²	Square meter
m ³	Cubic Meter
t	Ton
hr.	hour
pcs.	Piece

WELDER QUALIFICATION TESTING PROCEDURE

RULES FOR QUALIFICATION TEST OF WELDERS

1. PURPOSE

This document is intended to establish the requirements for qualification test of welders performing welding works at potentially hazardous units of ORLEN Lietuva.

2. SCOPE OF APPLICATION

The present Rules shall be applicable to all the employees of the Company and its contractors involved in installation, maintenance and operation of potentially hazardous units of the Company. Qualification test of welder shall be focused on welder's ability to perform fusion welding of steels producing a weld of acceptable quality.

3. REFERENCES

LST EN ISO 9606-1:2013 - Qualification testing of welders - Fusion welding - Part 1: Steels.
LST EN ISO 15609-1:2004 - Specification and qualification of welding procedures for metallic materials. Welding procedure specification. Part I. Arc welding
CEN ISO/TR 15608:2017 - Welding - Guidelines for a metallic materials grouping system (ISO/TR 15608:2017)
LST EN ISO 6947:2011 - Welding and allied processes - Welding positions (ISO 6947:2011)
LST EN ISO 4063:2011 - Welding and allied processes. Nomenclature of processes and reference numbers
LST EN ISO 2553:2014 - Welding and allied processes - Symbolic representation on drawings - Welded joints (ISO 2553:2013).
LST EN ISO 5817:2014 - Welding - Fusion-welded joints in steel, nickel, titanium and their alloys (beam welding excluded) - Quality levels for imperfections (ISO 5817:2014)
LST EN ISO 10675-1:2017 - Non-destructive testing of welds - Acceptance levels for radiographic testing - Part 1: Steel, nickel, titanium and their alloys (ISO 10675-1:2016).

3. QUALIFICATION TESTING

Welder's qualification is tested by *AB ORLEN Lietuva* Engineer for Welding of Materials Engineering and Technical Analysis Group of Mechanical Department (hereinafter – OL Engineer).

1. Prior to commencement of welding works at potentially hazardous units the contractor shall submit a list of welders to OL Engineer (Annex 2, Attachment No.1). The following documents shall be submitted thereto:
 - 1.1. Welder's qualification certificates as per EN ISO 9606-1:2013
2. OL Engineer shall check the list and data therein, and shall indicate the names of welders who must weld respective test samples before work commencement.
3. Material of the test sample must be of the same material group (acc. to CEN ISO/TR 15608) as the one that will be welded at OL. Filler materials of the same type as the one to be applied during welding of potentially hazardous units.
4. Contractor's welding engineer shall develop WPS for test sample welding.
5. Test sample, weld types and positions as well as welding method (to be selected considering work character):
 - 5.1. Pipe - butt weld (with full penetration) position H-LO45 (according to EN ISO 6947)
 - 5.2. Plates - butt weld (with full penetration) vertical position PF (according to EN ISO 6947)
 - 5.3. In cases when only fillet welds are required, the qualification of welder may be certified for welding only fillet welds.
 - 5.4. Welding method (EN ISO 4063) as per welder's qualification certificate. In case the qualification testing is only for root weld pass or only for final pass, the qualification will be approved accordingly for that part of welding and for that method.
6. A welder must perform a qualitative test sample welding witnessed by OL Engineer.

7. Welded joint quality visual testing VT, level B (according to EN ISO 5817). If VT results are positive the radiographic testing RT of test samples shall be carried out (acceptance according to EN ISO 10675-1:2017 Level 1).
8. The qualification of the welder is approved and he/she is allowed to perform welding works at potentially hazardous units of OL, if the test sample welded joint quality complies with quality requirements and test sample weld is completed within time frame corresponding to the time in normal operating conditions.
9. Repeated testing of welder's qualification is allowed; the costs of repeated NDT of test sample shall be covered by Contractor.
10. Upon the qualification testing the list of welders shall be approved by OL Engineer for Welding of Materials Engineering and Technical Analysis Group of Mechanical Department.
11. Confirmation of welders' qualification at OL shall be effective for 12 months. If no welding works were carried out by the welder at OL facilities neither NDT of his/her welded joints thereof during the abovementioned period, the qualification testing shall be executed.

Prepared by:	Engineer for Welding of Materials Engineering and Technical Analysis Group		Dalia Sadauskienė	
Agreed				
	Chief Mechanical Engineer			
	Materials Engineering and Technical Analysis Manager			
	Job position	Signature	Full name	Date

REQUIREMENTS FOR WELDING MATERIALS

Types of welding consumables should be selected according to harmonized standards and in accordance with the table below.

Eil. Nr.	Base metal* acc CEN ISO/TR 15608	Type of electrodes	Type of GTAW rods
1.	1.1; 1.2 (incl. ASTM A106 gr. B; A105)	EN ISO2560: E 42 5 B 4 2 H5	EN ISO 636-A: W 42 5 W3Si1
2.	5.1	EN ISO 3580: E CrMo1 B 4 2 H5	EN ISO 21952-A: W CrMo1Si
3.	5.2	EN ISO 3580: E CrMo2 B 4 2 H5	EN ISO 21952-A: W CrMo2Si
4.	5.3	EN ISO 3580: E CrMo5 B 4 2 H5	EN ISO 21952-A: W CrMo5Si
5.	5.4	EN ISO 3580: E CrMo9 B 4 2 H5	EN ISO 21952-A: W CrMo9Si
6.	6.1 (incl. 12X1MF GOST 20072)	EN ISO 3580-A: E1CrMoV B20; E ZCrMoV1 B 4 2 H5	
7.	8.1; 8.2 (stabilised Ti; or Nb)	EN ISO 3581: E 19 9 Nb R 3 2 EN 3581: E19 12 3 Nb R32	EN ISO 14343-A: W 19 9 Nb EN ISO 14343-A: W 19 12 3 Nb
8.	7.2; (cladding steels 13%Cr)	EN ISO 14172: E Ni 6625 (NiCr22Mo9Nb)	EN ISO 18274: S Ni 6625 (NiCr22Mo9Nb)

* Welding consumables for other materials should be selected according to the harmonized standards.

Welding material producers must be from European Union Member States, the manufacturer's quality management system must be certified according to ISO 9001. Otherwise, welding consumables (brands) must be coordinated with ORLEN Lietuva.

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[registruota
Lietuvos Respublikos
Juridinių asmenų registre,
juridinio asmens kodas 166451720,
PVM mokėtojo kodas LT 664517219