

ALL FOR BID STANDARD MODEL - GEDI

CONTROL OF REVISIONS	
DATE (mm/dd/yyyy) - REVISION Nº x	HISTORY OF REVISIONS (Include text for the purpose of revision)
07/15/2020 Revision 0	Original version. GIEDI
20/08/2020	GEDI adjustments and inclusion of item 3.4.17.4 that provides for limitations on the practice of using robots.
10/09/2020	Exclusion of reference to CFM2018 in processes in which simplified assets are used; Exclusion of mention to ME / EPP consortia when consortium participation is not allowed; Inclusion of Liability Certificate with Clearance Effects for CNDT.
24/09/2020	Inclusion of provisions on Direct Contracting for Partnerships - SEP Single List Adjustment of the 3 deadline working days for appeal on the in accordance with the RLCP
19/11/2020	Processos restritos a Pré-Qualificados – Apresentação de proposta restrita aos integrantes da lista Pré-qualificados; PDLFD-PREVENÇÃO À LAVAGEM DE DINHEIRO E AO FINANCIAMENTO DO TERRORISMO, Licitação Internacional com fornecimento de bens (Formulário de Especificação técnica e Adendo de Instruções de Embarque, Pregão e Licitação/SEP modo aberto – Envio de PPU antes da etapa de lance; Disposições sobre Taxa de Transação; Disposição sobre o Guia de Conduta Ética para Fornecedores na Declaração Unificada
26/11/2020	Disposições sobre recuperação judicial
04/12/2020	Disposições específica para contratação de frotas pelo modo aberto
11/02/2021	Disposições específicas a respeito de exigências de GRI para Afretamentos e EPCI Subsea
01/04/2021	Edital - Disposição sobre data-base de Reajustamento Edital - Disposição sobre Medidas Edilícias Edital - Disposição sobre critério de não avaliação de propostas na Fase de Efetividade

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	Edital - Disposição sobre art 75 da Lei 13303/13 e desdobramento no caso de assinatura do contrato
06/05/2021	Novas Disposições sobre Taxa de Transação Exclusão das disposições sobre CFM
17/08/2021	Efetividade em paralelo; Disposições sobre lotes virtuais; Disposições sobre Unidades em Desinvestimentos no caso de demandas exclusivas vinculadas ao projeto Phil; Disposições sobre campos específicos de Part Number e Fabricante no portal Eletrônico; Extensão à SEP Competitiva do capítulo que trata do Cancelamento da Negociação/Contratação na contratação direta; Ajuste no item sobre impedimento de participar e apresentar proposta devido novas disposições sobre GRI, Reposicionamento do texto que trata de recuperação judicial. Disposições sobre unidades em desinvestimentos
03/09/2021	Complemento das disposições sobre unidades em processo de desinvestimento – Projeto Phil
05/10/2021	Complemento das disposições sobre unidades em processo de desinvestimento – Projeto Phil – NewCo Subsidiária
16/11/2021	Ajuste item 11.1.2 Taxa de Transação
10/01/2022	Inclusão de novo 2.6.1 que trata da extensão dos impedimentos previstos para o proponente à subcontratada nos contratos que permitem a subcontratação. Inclusão do Guia da Qualidade para Fornecedores no rol previsto no capítulo 4 da Declaração Unificada
05/05/2022	Adequar o Adendo Habilitação à sistemática de IDF prevista no padrão PE-1PBR-00477- Definir Requisitos de Habilitação; Adequar o modelo de Edital aos termos do INCONTERM 2020; Ajuste nas disposições sobre taxa de transação para os casos de boletos em outras moedas; Ajuste no modelo de instrumento para as Contrações Diretas, para prever a possibilidade de habilitação e implementar a geração automática do Adendo de habilitação também para essa modalidade de processo;
09/08/2022	Inclusão de item sobre utilização da margem variável em contratos
12/09/2022	Inclusão do regramento sobre MEC (Moeda Estrangeira Convertida); Novas disposições sobre GRI criação do capítulo Due Diligence de Integridade; Ajuste no Adendo Habilitação à sistemática de IDF e Conceito de Desempenho de Fornecedor prevista no padrão PE-1PBR-00477- Definir Requisitos de Habilitação;
09/12/2022	Inclusão de texto no corpo do edital para os casos de processos com critério maior desconto nos casos em que se exige desconto linear; Requisito de Habilitação inclusão de nova exigência para preenchimento do PCG (Parent Company Guarantee); Ajuste no Adendo de Declaração Unificada, para inclusão de novo item na seção de elaboração independente de proposta a ser utilizado nos processos de bens;

29/12/2022	<p>Inclusão de alínea sobre comprovação do cumprimento de obrigações contratuais no item que trata dos impedimentos de celebração do contrato;</p> <p>Inclusão de nota no item que trata dos impedimentos para deixar mais claro a possibilidade de exclusão do proponente no caso de surgimento de impedimentos durante o processo;</p> <p>Ajuste no item referente ao início do prazo para recurso, deixando claro que ele inicia logo após a declaração de habilitado;</p> <p>Ajuste nos itens de bens em contratações globais para definir melhor a referência de ICMS para efeito de ranqueamento das propostas;</p> <p>Criado condição especial para o item que trata da possibilidade de aproveitamento de crédito de ICMS para efeito de ranqueamento de proposta, esse aproveitamento agora só ocorre nos processos que ainda utilizam a Petronect esse fim;</p>
14/03/2023	<p>Inclusão de nota item 3.4.2.1.16 destacando a necessidade de se observar que o ICMS não compõe a base de cálculo do PIS COFINS,</p> <p>Ajuste no item 11.2 substituindo o termo Certidão Positiva;</p> <p>Ajuste no item 4.1.7.1 destacando do que para contratos globais a alíquota interna de ICMS será considerada, quanto aplicável, tanto para definição do vencedor quanto para definição do valor do contrato a ser cadastrado;</p>

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PROPOSAL SUBMISSION REQUEST - SEP****GENERAL INFORMATION:****OBJECT:** Describe the contract purpose, according to the specifications of this document and its annexes.*[Operation Guide]: The item below is only applicable in bidding processes or auctions.***ATTENTION:***[Operation Guide]: Use the option below when bidding is restricted to suppliers or pre-qualified goods. This option is applicable only in for regular bidding or bidding restricted to Micro-enterprise (ME) / Small Enterprise (EPP).*

- This present bid is restricted to suppliers <<or>> to the good(s) pre-qualified within the scope of Pre-Qualification No. xx/xxxx, under the terms of the Bidding Notice published in the Federal Official Gazette (DOU) on xx/xx/xxxx.

Note: The proponent who does not appear on the pre-qualified list, but who has a link with a supplier/product (resellers/distributors or the same economic group) that allows him to present a proposal in his place, may pre-register on the Petronect portal by sending supporting documents within up to 5 working days prior submission proposal end date.

[Operation Guide]: Use the two options below when bidding/auction is restricted to Micro (ME) and Small Enterprises (EPP).

- This is a hiring process and is intended exclusively for the participation of Micro and Small Enterprises under the terms of item I of art. 48 of Complementary Law 123/06. Therefore, a company that does not meet this condition shall not send a proposal.
- Companies interested in participating in this bidding process must declare, prior to the submission of proposals, that they are classified as micro or small enterprises, under the terms of Complementary Law 123, of December 14, 2006.

*[Operation Guide]: Indicate the Opportunity number generated on the Petronect Portal.***Opportunity No.:** xxxxxxxxxxxx*[Operation Guide] option not applicable to the proposal request,***Hiring Procedure:** Bidding <or> Proposal Submission Request (SEP) by Open Competition Mode <or> Closed Competition Mode <or> Combined Competition Mode <or> Bidding for the Open Auction Rite.*[Operation Guide]: Option not applicable for proposal request, higher discount not applicable to SEP***Judgment Criteria:** Lower price <or> Higher discount <or> Better Technique <or> Better combination of technique and price <or> Better artistic content per item <or> total <or> lot*[Guia de Uso] utilizar os itens abaixo quando o processo de contratação utilizar a sistemática de lotes virtuais não aplicável à solicitação de proposta.*

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• Lot 1: [Descrever o lote em Inglês].

• Lot 2: [Descrever o lote em Inglês].

(...)

The proponents may also submit proposals, according with the consolidated demand of lots (virtual lots) among identified above, as shown below:

• Virtual Lot 1: [X (Lote 1 + Lote 2 + ... + Lote N)]

[Guia de Uso]: Caso haja necessidade de outros arranjos da demanda consolidada dos lotes individuais

• Virtual Lot 2: [(Lote 3 + ... + Lote N)]

In the proposal judgment, it will be considered for the best price identification, the comparison between the sum of the best the individual proposals received for each lot and the best virtual lot proposal.

If any individual lot does not receive a proposal or the proposals are disqualified <<or>> in conflict with SEP conditions, the virtual lot cannot be contracted, due to the lack of an objective comparison between the alternatives (individual lot x virtual lot).

[Guia de uso]: Caso seja adotada a estratégia de lote virtual e seja assinado um instrumento contratual único para o lote virtual

In the case of equality between the individual lots sum and the respective virtual lot, the virtual lot will be considered as the best proposal.

*[Guia de uso]: Utilizar os itens abaixo em contratações cujo objeto envolva alguma demanda de refinaria do vinculada ao Projeto Phil, nos casos de demanda exclusivas para **mais de uma** refinaria do projeto Phil, ou quando **demandas compartilhadas entre uma ou mais refinarias** do projeto Phil e **demandas exclusivas da Petrobras e a forma de análise do critério de julgamento para todos esses casos se der por total.***

It'll be considered the lowest total expenditure the sum of all lots described below. The proponent shall submit the proposal for all lots. If any proponent does not submit a proposal, or declines for one of the lots, its proposal will be disregarded for the other lots. The unit price in the same PPU line must not differ for different lots.

It'll be contracted the lowest total expenditure considering the sum of all lots. The lots are separated considering Petrobras' divestment plan. Thus, the contracts will be entered into by lot and directly with the asset owner company on the contract signature date, that may be: Petróleo Brasileiro SA, NewCo 100% PETROBRAS Subsidiary or NewCo Private, subject to the provisions of item 11.1.6.

Composition of the lots:

LOT I: demand of the [Petrobras] (not included in the Phil project).

LOT II: demand of the [Refinery Name] (included in the Phil project).

LOT III: demand of the [Refinery Name] (included in the Phil project).

Start of proposal delivery (Start Date): From xx/xx/xxxx at xxH

[Operation Guide]: Define the deadline for proposal submissions (End Date) considering the deadlines set out in art. 39 of Law 13,303/16

Opening of the proposal(s) (End Date): xx/xx/xxxx at xxH.

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[Operation Guide]: Use the item below when regarding bidding/SEP by open Open Competition Mode or Auction, inserting a suitable term to promote the activities necessary to start the bidding stage after reaching the End Date. In the case of an Auction, a period of half an hour after the End date is recommended.

Start of Price Dispute (Dispute Start Date): xx/xx/xxxx at xxH

[Operation Guide]: Use the 1st option in competitive processes (Bidding, Auction and SEP), use the 2nd option in Direct Contracting processes (by law 13303/16 or for E&P Partnerships)

Base Date for Readjustment: The base date, if applicable, will be equal to the deadline for the bid presentation. <<or>> The base date, if applicable, will be the date of the final bid presentation accepted by PETROBRAS.

[Operation Guide]: Use the item below when the criterion of judgment for Higher Discount is adopted or when there is justification in the process for such disclosure. Item not applicable for Proposal Request or SEP

Reference budget: BRL Inform value

<<or>>

[Operation Guide]: Use the item below when the judgment criterion for Better Technique or Better Artistic Content is adopted. Item not applicable for Proposal Request or SEP or Auction

Remuneration <or> Prize: BRL Inform value

[Operation Guide]: Use the item below for works and/or services, including engineering. Item not applicable for Auction.

Execution System: Inform the accepted system

[Operation Guide]: Indicate the "National" scope when only national or foreign companies authorized to operate in Brazil are allowed.

Indicate "International" scope when foreign companies not authorized to operate in Brazil are allowed to participate.

[Operation Guide] In processes restricted to Micro and Small Enterprises (MEs and EPPs) and bidding/SEP by the Open Competition Mode, the scope shall be only national. Item not applicable for Proposal Request.

Scope according to the hiring process: National <or> International

[Operation Guide]: In order to define the deadline for sending doubts, it is recommended to use 1/3 of the total working days granted for the submission of proposals as a reference. E.g.: Deadline of 15 working days for proposal submission, doubts only until the 5th working day before the defined end date. The highlighted excerpt at the end it is not applicable for SEP or Proposal Request.

Queries about this bidding process: They must be sent through the "Collaboration Room", existing in the Opportunity tab of the Petronect Portal, until the day mm/dd/yyyy. The answers will be announced in the "Collaboration Room" and in the public area of the Petronect Portal.

[Operation Guide]: Item not applicable for SEP, item not applicable for E&P partnership hiring.

Obtaining a login to access the Petronect Portal: To participate in this bidding process, the interested party must provide the appropriate registration in the Opportunity

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tab of the Petronect Portal. If they are not registered in the Petronect Portal, the system shall provide instructions to obtain the access key.

Problems with connection and/or queries about the Petronect Portal: Capitals, metropolitan regions and calls originating from cell phone: 4020-9876 Other regions: 0800 282 8484.

Time Reference: The times set in "Start Date" "End Date" refer to the time zone configured for the user who is accessing the Opportunity tab. This time zone is indicated on the tab "Basic Data" in the "Time Zone" field. Example: ZBRRJ (BR for Brazil, RJ for Rio de Janeiro). The time zone can be changed on the tab "Registry", and the user is responsible for keeping it updated in the event of a change in the workplace.

Note: The estimated dates and times are approximate and may change. It is responsibility of the proponent to follow the effective date on the Petronect Portal, which will prevail for all purposes.

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[Operation Guide] *The Item below is applicable to the bidding, auction and proposal request processes by law 13.303/16.*

A 1ª Parte escura quando a contratação tiver como objeto exclusivo unidades em processo de desinvestimento ligadas ao projeto Phil destinada, de início, à NewCo Subsidiaria

A 2ª Parte escura aos demais processos.

The 3rd highlighted excerpt in gray is applicable to bidding and auction,

The 4th highlighted excerpt in gray is for the proposal request.

The [SUBSIDIARY NAME] NewCo Subsidiary, herein represented by **PETRÓLEO BRASILEIRO SA - PETROBRAS**, through _____/____ (Organizational Unit that will conduct the process), by the use of information technology resources, through the Petronect Electronic Procurement Portal - *Procurement Negócios Eletrônicos S.A.* (hereinafter "Electronic Portal"), which electronic address is www.petronect.com.br, makes public that shall carry out a bidding process, in accordance with the provisions of Law 13,303, of June 30, 2016, and of the Bidding Process Regulations and Contracts (RLCP) , observing the conditions established in this Notice and in the addendums that comprise it. <or> come to summon you to submit a proposal, in accordance with the conditions established in this Proposal Request and in the addendums that comprise it, observing the provisions of Law 13,303, of June 30, 2016, and the Petrobras' Bidding Process Regulations and Contracts.

[Operation Guide] *The Item below is applicable to SEP or Proposal Request for E&P partnership hiring.*

THE **PETRÓLEO BRASILEIRO SA - PETROBRAS**, through _____/____ (Organizational Unit that will conduct the process), as Leader and Operator of the Consortium inform the name of the consortium, consisting of the following companies xx (corporate name xx), xy (corporate name xy), xz (corporate name xz), holders, respectively, of xx %, xy % and xz % of undivided rights, by using information technology resources through the Petronect Electronic Procurement Portal - *Procurement Negócios Eletrônicos S.A.* (hereinafter "Electronic Portal"), which electronic address is www.petronect.com.br, will contract, observing the conditions set out in this SEP and in the addendums that are an integral part of it.

[Operation Guide] *The Items below are applicable to all bidding processes.*

We emphasize that the contractual instrument(s) arising from this bidding process, as well as the other documents related to its management, shall be digitally signed by the legal representatives, preferably by electronic signature.

For the electronic signature, the legal representative, previously indicated in the Opportunity, will receive an email with the link and the keyword for visualization and acceptance of the agreement. Upon acceptance, an SMS with a code (TOKEN) will be sent to the cell phone of the legal representative responsible for the subscription, also previously registered, to be inserted in the final validation screen of the process. (Note: Details about the electronic signature can be obtained at the electronic portal in the electronic signature tab).

The draft(s) of the contractual instrument(s) and their respective annexes are attached (Addendum A).

[Operation Guide]: *Use in a Hiring Process of Services with provision of goods, when necessary the Material Supply Conditions (CFM).*

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It is attached (Addendum B) Portuguese<<or>> Portuguese e English version “CFM 2018”, for your use, prevailing the text in the Brazilian Portuguese version.

1 PURPOSE

1.1 The object of the present bidding process is to **define the object according to the contract**, as specified in this document and its addendums.

[Operation Guide]: When goods are supplied, use the following item and select one of the alternatives related to the application of the material.

1.2 Material application: Fixed asset destined to the administrative area <and/or> Fixed asset destined to the main activity <and/or> Use or Consumption <and/or> Industrialization.

[Operation Guide]: Delete the item below when it is not applicable.

1.3 This material is intended for industrial establishment or is centralized by special tax regime.

[Operation Guide]: Use the item below only in the case of contracting in which the Special Tax Regime (REPETRO-SPED) applies.

1.4 The good(s) to be provided enjoy the benefits of the Special Tax and Customs Regime for Economic Use to Petroleum and Natural Gas Activities (REPETRO-SPED) established by Law 13.586/2017, as well as other standards that complement, alter or replace it.

2 PARTICIPATION IN THE HIRING PROCESS

[Operation Guide]: The following item 2.1 is applicable when regarding national bidding. It does not apply to Proposal Request or SEP or processes restricted to ME/EPP.

2.1 Subject to legal conditions, Brazilian or foreign companies authorized to operate in Brazil may participate in this bidding process, in the form of art. 1.134 *et seq.* of the Civil Code, if they meet all the requirements contained in this Notice and addendums thereto.

[Operation Guide]: The following item 2.2 is applicable when regarding national bidding restricted to ME/EPPs.

2.2 Subject to legal conditions, interested parties who meet all the requirements of this document and its addendums can participate in this bidding process.

[Operation Guide]: The following item 2.3 is applicable when regarding international bidding. It does not apply to processes restricted to ME/EPPs. It does not apply to Proposal Request; it does not apply to SEP

2.3 Subject to legal conditions, Brazilian or foreign companies may participate in this bidding process, even if the latter are not authorized to operate in Brazil pursuant to art. 1.134 *et seq.* of the Civil Code, if they meet all the requirements contained in this Public Notice and its addendums.

[Operation Guide]: Use the following item 2.4 when the participation of companies under consortium regime is not allowed. Mandatory item in the processes governed by the Open Auction Rite in all its modalities and in processes restricted to ME/EPP, in these procedures the figure of the consortium is not used.

2.4 Participation in this hiring process of companies under consortium regime shall not be allowed.

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[Operation Guide]: Use item 2.5 below, as well as its sub-items, when the participation of companies under consortium regime is allowed, and shall be observed the need to fill the maximum number of societies when this restriction is defined in the notice. Item is not applicable to Auction in any of its modalities, or bidding restricted to ME/EPP. Use the 2nd dark option in the proposal request.

2.5 The participation of companies under consortium regime is allowed, subject to the guidelines set out in the following sub-items <or> The guidelines set out in the following sub-items must be observed regarding the consortium regime.

[Operation Guide]: The following Item 2.5.1 does not apply to the proposal request

2.5.1 The maximum number of members of each consortium is limited to xx participants.

[Operation Guide]: The following Item 2.5.2 does not apply to the proposal request

2.5.2 The company is prohibited from participating, in the same bidding process, in more than one Consortium or act simultaneously independent and in a Consortium.

2.5.3 It must be presented, together with the proposal documentation, Instrument, public or private, of the Consortium Commitment Instrument, subscribed by the Consortium Members, indicating at least:

- a) the purpose and composition of the Consortium, indicating the percentage of individual participation of each Consortium Member in the scope of the contract;
- b) the leader of the Consortium, which must be given full powers to represent the Consortium throughout the bidding process and the term of the contract, as well as in the administrative and judicial spheres;
- c) the term of the Commitment, which must be linked to the duration of this bidding procedure;
- d) the term of the Consortium, which may not be less than the contractual validity period, considering an eventual extension, if this possibility is provided for in the Contract Draft (Addendum A), plus 6 months;
- e) express statement of commitments and obligations of the Consortium Members, among which that each Consortium Member will be individually and jointly liable for the fiscal, administrative and contractual requirements pertinent to the purpose of the bidding process, until the conclusion of the contract's purpose;
- f) joint liability clause of the Consortium Members for the fulfillment of all obligations arising from the bidding process and the contract.

[Operation Guide]: 1st highlighted excerpt in gray of Item 2.5.4 is applicable to bidding, the 2nd highlighted excerpt is applicable to the proposal request. The 3rd highlighted excerpt is applicable to SEP

2.5.4 It is incumbent upon the leading company to register for the opportunity as a representative of the Consortium, issue statements, present proposal and qualification documents, express intention to appeal, present reasons and/or counter-appeals, respond administratively and judicially, including receiving notification, subpoena and citation, among other acts <or> It is incumbent upon the leading company to issue declarations, presenting proposal documents and responding administratively and judicially, including receiving notification, subpoena and citation, among other acts <or> The lead company will be responsible for representing the Consortium, issuing statements, presenting proposal documents, negotiating and responding administratively and judicially, as well as practicing all the acts of this hiring process.

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2.5.5 The Consortium proposal must be signed by its Legal Representative or Attorney of the leading company and must contain all the information of the consortium members (full name and address, corporate tax number - CNPJ, telephone numbers and e-mail address), as well as all establishments linked to the performance of the contract.

[Operation Guide]: *Items 2.5.6 to 2.5.8 are applicable to SEP*

2.5.6 It is not allowed the participation in the consortium of companies that:

- a) Present high GRI (Degree of Integrity Risk);
- b) Be part of the list of “Companies Prevented from Transacting with Petrobras”;
- c) Appears as suspended in the Portal of the Ministry of Transparency, Supervision and Control;

2.5.7 The companies that participate in the consortium must be companies registered with Petrobras or have also been selected in the same process.

2.5.8 If the consortium is composed of companies that have been selected for this contract, the consortium companies may not submit another independent proposal or be participating in more than one consortium. Consortium companies must submit a single proposal.

[Operation Guide]: *The highlighted excerpt at the end it is only applicable for SEP or Proposal Request for E&P partnership.*

2.5.9 In Consortiums composed of Brazilians and foreigners, the responsibility of the legal representation is up to the Brazilian Member, which should be the leading company of the Consortium, even if this was not the company invited by Petrobras to participate in the process, as provided in item 2.5.4 of this SEP.

[Operation Guide]: *Item 2.5.10 or 2.5.11 not applicable to proposal request and SEP*

2.5.10 The preference for micro and small enterprises will only apply to Consortium, if it is formed entirely by micro and small enterprises and the sum of the gross annual revenues of the consortium members does not exceed the limit for classifying as EPP provided for in item II of the caput of art.3 of Complementary Law No. 123 of 2016. In this case, the examination performed to verify the right to said preference shall happen for all Consortium Members.

2.5.11 All qualification requirements listed in this document must be proven by the Consortium, as described in (Addendum **X** - Parameters for Qualification and its annexes) .

2.5.12 The Consortium that wins this bidding process shall promote, before the execution of the contractual instrument and in **xx** working days from the request date by the Bidding Commission <or> by the Negotiating Committee <ou> by the Hiring Group, its constitution and registration, pursuant to the Consortium Commitment Instrument presented together with the proposal, as well as its registration in the National Register of Legal Entities (CNPJ), with no prejudice to the other issues mentioned in item **10 <<or>> 13.2** of this document.

2.5.12.1 Exceptionally, upon written and reasoned request, previously authorized by Petrobras <<or>> by Petrobras and Contracting Party, the provisions of the Consortium Commitment Instrument that do not impact the result of this bidding process may be changed at the time of the constitution and registration of the Consortium.

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2.6 It is prevented from signing up for the opportunity, to access the "collaboration room" and submit proposal in this hiring process the interested party who:

- a) has been declared bankrupt or dissolved;

[Operation Guide]: Only mention article 44 when bidding for engineering works and services. The mention of art. 44 is not applicable to processes governed by Open Auction Rite or proposal request. Paragraph "b)" applicable only to bidding, Auction and Request for Proposal by law 13.303/16.

- b) is subject to any of the prohibitions provided for in Law 13.303/16, notably in article 38 and 44;

[Usage Guide]: item "c)" applicable only to SEP or Proposal Request for E&P partnership hiring

- c) are being penalized with temporary suspension from participating in biddings or ban from contracting with Petrobras;

[Usage Guide]: item "d)" applicable only to SEP or Proposal Request for E&P partnership hiring

- d) have been declared disreputable to bid or contract with the Public Administration;

[Usage Guide]: item "d)" applicable only to SEP or Proposal Request for E&P partnership hiring

- e) are being penalized with a ban from bidding or contracting with the Federal Government;

[Usage Guide]: item "f)" does not applied to the Proposal Request , when the exceptions provided for in PP-1PBR-00539 and PP-1PBR-00586 are present, competition is not feasible.

- f) presents a high GRI or that fit with the provided in the item 6.4.1.3 of the Addendum C - Unified Declarations;

- g) has in its articles of association/incorporation a purpose or goal that is incompatible with the purpose of this hiring process;

[Operation Guide]: Use the paragraph below when bidding is restricted to suppliers or pre-qualified goods. Item it is not applicable to processes governed by the open auction rite or proposal request,

- h) has not been previously pre-qualified <or> do not provide prequalified asset(s) within the scope of Pre-Qualification No. xx/xxxx, under the terms of the Bidding Notice published in the DOU on xx/xx/xxxx;

[Operation Guide]: the option below is applicable to bidding and auction restricted to ME/EPP

- i) does not qualify as Micro and Small Enterprise under the terms of Complementary Law 123/06.

[Operation Guide]: the option below is applicable to bidding and auction processes when defined in hiring preparing process.

- j) Is prohibited from taking part in Bidding of similar scope, due to public notice measure provisioned in art. 207 of RLCP.

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Guia de Uso: utilizar o item abaixo em processos competitivos (Licitação, Pregão, SEP Competitiva)

Note: According to the contracting prohibition provided for in item 11.2, the Hiring Group <<or>> the Bidding Commission <<or>> the Auctioneer, at any stage of the process, may exclude the proponent, which that fall within one of the impediment hypotheses provided for in item 2.6.

2.6.1 If subcontracting is authorized, the proponent shall ensure that the subcontractors observe, throughout the contract performance:

- a) the prohibitions contained in item 2.6 of this Notice;
- b) the qualification requirements required in this contract related to the subcontracted portion;
- c) the compliance with the payment of taxes and contributions provided for in item 11.2 of this Notice; and
- d) does not fit into the situations described in item 6.4.1 of Addendum C - Unified Statement;

[Operation Guide]: Use item 2.6.2 below for hiring process of RQT materials. It is not applicable to processes governed by the open auction rite or SEP – the highlighted excerpt in gray is applicable for contracts restricted to ME/EPP

2.6.2 Resellers/distributors, whose manufacturers fall under the impediments described in the paragraphs above, with the exception of paragraph "f", will also be prevented from participating in this hiring process.

2.6.3 The proponent in a judicial or extrajudicial recovery process may participate in the hiring process, however, they may only submit proposals if your recovery plan is duly approved or ratified.

2.6.4 The proponent in a judicial or extrajudicial recovery with approved or ratified recovery plan that participates in this process, must to declare this situation in a specific field at the Petronect' portal during the proposal submit.

2.6.4.1 The proponent in the situation described above will be subjected of a new economic and financial criteria analysis regardless of already having a Registration Certificate (CRC) moment when should be proved the approval or ratifier of the recovery plan.

[Operation Guide]: Use the following item and sub-items when a technical visit is planned for inspection and supervision of the place where the services will be performed or where the will be goods will be supplied. Items not applicable to processes of open auction rite

2.7 A technical visit shall be carried out within xx days before the start date of the proposal, with the objective of knowing the conditions of performing the contract.

2.7.1 For this purpose, the proponent must schedule a technical visit by **inform means of contact for scheduling**, with **inform name of contact person**.

2.7.1.1 The technical visit may be replaced by a declaration from the technical person responsible for the proponent attesting that he/she has full knowledge of the contractual object (Addendum R).

2.7.2 The contracting party Petrobras representative will attest to the visit and provide the Technical Visit Certificate, under the terms established in the model (Addendum C).

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2.7.3 The proponent's representative who attends the technical visit must observe the rules previously presented regarding the place, Unit or area to be visited, under penalty of not making the visitation.

[Operation Guide]: Use the item below when the participation of companies under the consortium regime is allowed. Item 2.7.4 is not applicable to processes restricted to MP/EPE.

2.7.4 Any of the Consortium Members may carry out the technical visit on behalf of the Consortium, provided that the document(s) required for the visit are also signed by the representative of the Consortium's leading company.

2.7.5 All questions, doubts and answers during the technical visit must be included in the minutes and later disclosed in the collaboration room, including for those who have not made the technical visit.

[Operation Guide]: Use the item 2.8 below when cooperatives are not allowed to participate as defined in the contraction preparation phase. Item it is applicable to competitive process SEP.

2.8 The participation in this hiring process of cooperatives shall not be allowed.

[Operation Guide]: Use item 2.9 below when cooperatives are allowed to participate as defined in the contract preparation phase.

2.9 Cooperatives will be allowed to participate, subject to the specific rules applicable to them and the provisions of this document and its annexes.

3 CONSIDERATIONS FOR PREPARATION OF THE PROPOSAL

3.1 Tax Aspects

3.1.1 To the national or foreign proponent authorized to operate in Brazil:

3.1.1.1 The proponent in setting its price must consider all expenses and costs, direct and indirect, including social and labor charges, transportation and insurance, as well as indirect taxes (PIS, COFINS, ICMS, IPI, ISS and CPRB) when applicable, considering the rates in force on the date of the proposal's presentation, noting that the entry of values on the portal must follow the provisions of item 3.4.2.1.

3.1.1.2 In case the proponent chooses SIMPLES NACIONAL (Integrated System for Payment of Taxes and Contributions), the prices must contemplate the taxation of all taxes collected in this modality according to the table and the classification range and the contribution of CPRB - Social Security Contribution on Gross Revenue - (if any), considering the rates in force on the date of submission of the bids. The proponent shall inform these rates, the table(s) and the classification range(s), which shall be included in the prices presented;

3.1.1.3 Price Review arising from the disqualification of SIMPLES NACIONAL - Integrated System for Payment of Taxes and Contributions - is not applicable, and the company shall be liable for the charges of supplying the materials covered by the contract. Exception shall be made if there is an amendment to the legislation governing the SIMPLES NACIONAL regime;

3.1.1.4 The proponent is solely responsible for the information and tax classification of the product or service. No claim for price increase will be allowed as a result of possible misunderstandings. Proper adjustment must be made when there is an amendment to the relevant tax laws governing the transaction under the contract after the date established for submission of the bid.

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[Operation Guide]: *The items 3.1.1.5 to 3.1.1.7 and its sub-items, as the case may be, are applicable to processes where goods are supplied.*

3.1.1.5 The proponent must indicate in the proposal the fiscal classification of the material, the Common Mercosur Nomenclature (NCM) of the listed material.

3.1.1.6 If the material enjoys tax benefits, the relevant legislation at the federal and/or state and/or municipal level must be clearly indicated.

[Operation Guide]: *Use item 3.1.1.7 below whenever the material(s) or parts of the material(s) component(s) of the capital and/or computer and telecommunication asset(s) to be acquired is/are imported and does/do not have an equivalent national production.*

3.1.1.7 The proponent shall indicate in the bid whether the material, parts or any of its components have equivalent national production, and if they may be classified into ORDINANCE ME No. 17/2012, or any other resolution that replaces it, addressing conditions for granting the ex-tariff tax incentive.

3.1.1.7.1 If the material(s) or parts of its components are imported, this condition must be indicated in the proposal, in addition to informing which country(ies) the material or its parts originate from.

3.1.1.7.2 In the event that the material(s) or component(s) are of foreign origin, the proponent must clearly indicate the rates of all taxes on importation that will be considered for the cost composition of the equipment under this instrument.

[Operation Guide]: *Use item 3.1.1.8 below in service processes, or bidding for services with supply of goods or bidding for the supply of goods with service provision. In this case, the Contract's Draft, Unit Price Sheet (PPU) and Specification of Services must be, prior to its publication, submitted to SIOF requesting APC (Preliminary Analysis for Contracting), so that CONTRIB presents the taxation framework to be indicated in the elaboration of Addendum M - Unit Price Sheet (PPU).*

3.1.1.8 Regarding ISS, taxation will be in the form of item(s) XX (XX, XX and XX) {as indicated by CONTRIB} of the List Attached to Complementary Law 116/2003 corresponding to the services object of the contractual instrument, as indicated in Addendum M - Unit Price Sheet (PPU).

[Operation Guide]: *Use the item and its sub-item below in the case of international bidding*

3.1.2 To foreign proposers with no authorization to operate in Brazil

3.1.2.1 For the supply of goods, the prices shown in the spreadsheet must take into account all taxes and other costs, as well as all existing export incentives, in the supplier's country of origin. The amounts must be posted in the form of the item 3.4.2.1.

3.1.2.2 For the provision of services, the prices shown in the spreadsheet must take into account all taxes and other costs incurred, as well as all existing export incentives, in the supplier's country of origin, as well as IRRF and ISS withholdings in Brazil, when applicable. The amounts must be posted in the form of the item 3.4.2.1.

[Operation Guide]: *Item 3.2 and its sub-items are applicable to processes where goods are supplied.*

3.2 Delivery Conditions

[Operation Guide]: *Use one of the following INCOTERM options: FCA-Supplier, CIP - Destination Petrobras, CFR - Destination Petrobras.*

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3.2.1 For quotation purposes, the delivery condition - INCOTERMS 2020 - for the national or foreign supplier authorized to operate in Brazil as detailed in the attached Contract Draft is **inform INCOTERM**.

***[Operation Guide]:** The item below is applicable when selecting the CIP or CFR options.*

3.2.1.1 The contracting party Destination is **inform the Petrobras unit for destination located at inform the address of the unit**.

***[Operation Guide]:** The item 3.2.2 applies to International Bidding.*

***[Operation Guide]:** Use one of the following INCOTERM options: FCA - Carrier Petrobras; FCA - Port/Airport of Departure, FOB - Port of Departure; CIP- Port/Airport of destination, CFR - Port of destination; CIF - Port of destination; CPT - Port/Airport of destination; DPU - Port/Airport/Terminal of destination ; DAP - Port/Airport of destination ;*

3.2.2 For quotation purposes, the delivery condition - INCOTERMS 2020 - to the foreign supplier with no authorization to operate in Brazil as detailed in the attached Contract Draft is **inform INCOTERMS**.

***[Operation Guide]:** Items 3.2.2.1 and 3.2.2.2 below are applicable when selecting any of the options from group C or D of the INCOTERMS above.*

3.2.2.1 For MERCOSUR proponents, CPT-DESTINATION shall be accepted if the transport is by road.

3.2.2.2 Consider as destination the **port/airport in inform the name located at Inform the address**.

***[Operation Guide]:** The items 3.2.3 to 3.2.6 must be used in cases of International processes when the delivery condition - INCOTERMS 2020 - is one of those provided for in Group "F".*

3.2.3 For foreign source materials and imported directly by Petrobras, prices shall be quoted preferably by Petrobras' FCA - CARRIER in the cities of Houston, Amsterdam, London, Tananger-Norway and Florence-Italy - INCOTERMS 2020, as defined in the Price Schedule, with the international freight cost highlighted in the field determined in the Schedule. In the case of places far from the collection points, quote FOB-PORT OF DEPARTURE or FCA-AIRPORT OF DEPARTURE, FCA-PORT OF DEPARTURE and must be launched according to the rules provided in the item 3.4.2.1.

3.2.4 In the case of maritime transport, the proponent must consider the shipment of the good, in the country of origin, in a port with a frequency of Brazilian flag vessels, and in the United States of North America, the ports should preferably be those of Los Angeles, Houston or New York;

3.2.5 Customs clearance and the costs of this clearance are the responsibility of Petrobras in the case of direct import. Additional costs due to missing or failure of shipping documentation shall be discounted from the supplier;

3.2.5.1 For proponents of MERCOSUR, the terms of the "GENERAL REGIME OF ORIGIN" shown in Annex I to the Eighth Additional Protocol to MERCOSUR, according to Decree No. 1568/95, published in the Federal Gazette of 07/24/95 must be performed.

3.2.6 The costs incurred by Petrobras, from disagreement related to the Certificate of Origin, being under responsibility of the Supplier, shall be discounted from the invoices to be processed.

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[Operation Guide]: *The item 3.2.7 is applicable to international processes, where there are supplies of goods, when the condition for the national supplier is FCA*

3.2.7 For national proponents, when the delivery condition for quoted prices is FCA, the proponent must quote the freight separately to the destination of the good.

[Operation Guide]: *The provisions of items 3.2.8 to the item 3.2.11 is applicable when the delivery condition - INCOTERMS 2020 - is one of those provided for in Group "C" or "D".*

3.2.8 The value of the INTERNATIONAL FREIGHT to be paid shall be the amount shown in the B/L, CITR or AWB, and shall not be released for payment the amount of freight higher than that of the Bid. If, at the time of shipment, the total CFR/CIP/CIF/CPT/DPU/DAP of the material shipped is higher than that proposed, Petrobras, when paying the contractual amount, will deduct the additional amounts related to taxes (II, ICMS, IPI, PIS, COFINS) resulting from the increase in the customs value (new value CFR/CIP/CIF/CPT/DPU/DAP) and fees (AFRMM) resulting from the freight value included in the B/L, CITR or AWB.

3.2.9 International freight must be procured under "FULL LINER TERMS", that is, it must include, besides the expenses inherent to the transportation of the GOODS, all port charges with handling, loading, unloading and handling of the material in the ports of origin and destination, as customs fees and/or expenses for handling at port terminals (terminal handling charges - THC) and all costs, expenses and administrative fees charged by the ship owner and/or its agent or offshore agency to release the bill of lading and material to Petrobras. In the case of air transport, including all costs for placement of the GOODS at the airport of origin.

3.2.10 For delivery condition Group "C" and "D" - Port/Terminal to be designated by Petrobras, according to INCOTERMS 2020, the supplier must meet:

- a) For the purposes of control and collection of Additional Freight for the Renewing of the Merchant Marine - AFRMM with the Department of the Merchant Navy Fund - DMM in Brazil, the values for customs fees and/or THC applied in the Brazilian ports must be indicated in the bill of lading, even if they are part of the transportation cost;
- b) Minimum free time of return of the containers: ten (10) days;
- c) Maximum demurrage cost: US\$ 35.00/day for 20' containers and US\$ 55.00/day for 40' containers;
- d) Payment of demurrage in Brazilian reais with the conversion rate of the currency from the date of return of the container to the ship-owner (delivery of the equipment) according to commercial quotation of the Central Bank of Brazil;
- e) Demurrage payment must be in account credit and invoiced with a minimum term of thirty (30) days;
- f) There shall be no additional demurrage charge for delay in returning the containers within 180 days.

[Operation Guide]: *Using items g) to i) below when the delivery condition is one of those foreseen by Group "D".*

- g) The Contractor will be responsible for the deconsolidation of the cargo, spawning of the container and destination of the cargo to the Terminal indicated by Petrobras, including, with storage costs in the destination until delivery to the warehouse indicated by Petrobras.

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h) The Contractor may, at its discretion, consolidate Petrobras' cargo with other importers in the same container;

i) The Warehouse in the Port of Destination shall be designated until the moment of the authorization of embarkation by Petrobras.

3.2.11 Depending on the Brazilian Customs Regulation, international shipping shall be made in Brazilian flag vessels or aircraft, or alternatively in the vessel of the country of origin of the goods, if there is Agreement of Governments for cargo division.

[Operation Guide]: *The item below is applicable to international processes with supply of goods.*

3.2.12 The proponent, when requested by Petrobras, must complete, through a specific link that will be sent or by email, the Technical Specification Form to support customs clearance, and when sending the material observe all shipping instructions according to (Addendum k) .

3.3 General Aspects

3.3.1 Information such as payment terms and details of the delivery condition <and/or> start of services, readjustment and fines are set out in the Contract Draft (Addendum A).

[Operation Guide]: *In order to fill the proposal's validity period, internal recommendations must be observed.*

3.3.2 The proposal must be valid for not less than XX days, counted from the End Date for its presentation.

[Operation Guide]: *Using the items 3.3.3 to 3.3.7, as well as their respective sub-items, when goods are supplied.*

[Operation Guide]: *Item 3.3.3 must be used in cases where the delivery period(s) is/are not a disqualifying condition. Use the 2nd highlighted excerpt in the case of proposal request, and the 1st highlighted excerpt for the other cases.*

3.3.3 The term(s) contained in the Contract Draft (Addendum A) reflect(s) the need to deliver the asset to contracting party, if this condition is not disqualified, the proposal(s) submitted with longer delivery time(s) may be subject to negotiation in order to reduce it <or> can be negotiated.

[Operation Guide]: *The option of item 3.3.4 and its sub-item, should be used in cases where the delivery period(s) is/are an essential condition for the effectiveness of the contract, considering that changes in the terms during the contract's performance can generate queries. In this hypothesis, it should be noted that the verification of compliance with this condition will have a classificatory character. This item and its sub-item are not applicable to the proposal request.*

3.3.4 Bid(s) with delivery term(s) longer than those defined in the Contract Draft (Addendum A) will be disqualified.

3.3.4.1 The proponent may request terms different from those established in the Contract Draft (Addendum A) until the deadline for requests for clarification, before the proposal is submitted, clearly justifying the reasons and implications if Petrobras chooses to keep the defined term.

[Operation Guide]: *The item 3.3.5 and its sub-items, are applicable to processes in which there is at least one item of goods linked to Families in the Critical or Strategic segment. Item not applicable to processes governed by the open auction rite.*

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[Operation Guide]: *The table with the indication of the families in which the Quality Requirements (General and Complementary) is available at the internal social network Conecte, in Quality of Goods or at the Petronect Portal, in Purchasing and Contracting / Quality of Goods and Inspection of Manufacturing.*

3.3.5 The proponent must consider the possibility of carrying out a quality audit by Petrobras, as defined in the Contract Draft (Addendum A), in the General Quality Requirement, ET-0000.00-0000972-1AL-001 (Annex 3) [and in the Complementary Quality Requirement, ET-XXXX.XX-XXXX-972-1AL-XXX (Annex 4)] **{applicable to family}**.

3.3.5.1 In the event of resale or distribution of Goods manufactured by a third party, the proponent must indicate in the bid, the origin and the manufacturer of the material offered. In this case, the possibility of quality auditing must be considered at the manufacturer.

3.3.5.2 Proponents must consider the need to hire a Manufacturing Inspection Body as defined in the General Quality Requirement.

Note: The manufacturer must be included in the Registration Certificate (CRC) of the reseller of the item under this bidding process.

[Operation Guide]: *Item 3.3.6 below is applicable to processes in which all items are of goods linked to Families in the Operational segment or Yellow Pages. Mandatory item in open auction rite.*

3.3.6 In the event of resale or distribution of Goods manufactured by a third party, the proponent must indicate in the bid, the origin and the manufacturer of the material offered.

[Operation Guide]: *Use item 3.3.7 below when it comes to the acquisition of goods in international bidding and is foreseen in the Contract Draft installment payments during manufacture. The highlighted excerpt in gray of the 1st option is not applicable to open auction rite. The 2nd highlighted excerpt is applicable to the proposal request.*

3.3.7 At the sole discretion of Petrobras, if the winning company in this bidding process is a foreigner with no authorization to operate in Brazil and Petrobras has an operational credit line, advances and payments may be released, being essential the proof of the qualification of the contract with the financial entity and the presentation of a specific guarantee that supports the advance payment, in the form of contract. **<or>** At Petrobras' sole discretion, if Petrobras has an operational credit line, advances and payments may be released, being essential the proof of the qualification of the contract with the financial entity.

3.4 PROPOSAL SUBMISSION

3.4.1 As a condition for submitting a proposal, the proponent must indicate agreement, by means of a digital "acceptance", with the terms of the statements made available electronically on the Electronic Portal whose content is reflected in Addendum C- Unified Declaration:

[Operation Guide]: *The 2nd highlighted excerpt is applicable to the proposal request, the 1st highlighted excerpt to the other bidding processes.*

3.4.1.1 The winning proponent **<or>** The proponent must provide in physical or electronically signed form, as a precondition for signing the contractual instrument, the aforementioned unified declaration signed by its Legal Representative(s).

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[Operation Guide]: Use item 3.4.1.2 below when the participation of companies under the consortium regime is allowed. Item not applicable to ME/EPP - Not applicable to open auction rite.

3.4.1.2 If the proponent to be hired is a Consortium, the signed declarations must be provided, individually, by each of the consortium members.

3.4.1.3 Failure to submit statements, as mentioned in item(s) 3.4.1.2 and 3.4.1.1 above, or the declaration not in accordance with reality, in addition to losing the entitlement of signing the contract, submits the supplier to the same penalties established in item 10 <<or>> 13.2.1 of this document.

[Operation Guide]: Use the 1st highlighted excerpt in gray when consortium regime is allowed, Use the 2nd highlighted excerpt in gray in the bidding and regular open auction rite, the 3rd highlighted excerpt in the processes restricted to ME/EPP - Item and sub-items not applicable to the proposal request or SEP.

3.4.1.4 Micro and small enterprises or consortiums that meet Article 13-A of Decree 8.538/15, must declare that are able to take advantage of the unequal treatment established in articles 42 to 49 of Complementary Law 123, of December 14, 2006, and should note that: <or> its framework, under the terms of Complementary Law 123, of December 14, 2006, as described in the General Information of this document, and should note that:

[Operation Guide] paragraph “a)” not applicable to ME/EPP restricted processes

- a) Failure to declare this condition at the time of submission of a proposal will only result in the loss of the right to unequal treatment provided for in the Complementary Law 123/06, and subsequent rectification will not be accepted;

[Operation Guide] Use the highlighted excerpt in gray when consortium regime is allowed

- b) Proponents who declare themselves to be a micro or small enterprise, or consortiums that meet Article 13-A of Decree 8,538/15, for the purpose of obtaining the benefits of Complementary Law 123/06, and do not have this condition, or for any reason for failing to be entitled to such benefits and not immediately inform the Bidding Commission <<or>> the Auctioneer, in the form of Decree No. 8,538/15, will be subject to disqualification, elimination or loss of condition for signing the contract and to the administrative sanctions that may be provided for in the Regulation of Bids and Contracts, with no prejudice to liability in other spheres;

[Operation Guide]: The term “acceptability” is applicable to the open auction rite.

- c) The Bidding Commission <or> The Auctioneer will verify, in the effectiveness <or> acceptability phase, through diligence (eg: Certificate issued by the Commercial Registry, National Register of Legal Entities (CNPJ) card, articles of association/incorporation and their last amendments, among other documents) the proper qualification of the proponent that has declared itself as a micro or small enterprise.

[Operation Guide] Use the option in English only in international processes.

[Operation Guide]: The 2nd highlighted excerpt is applicable to the open auction rite, the 2nd highlighted excerpt to other processes.

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3.4.2 The proposal must be submitted in a specific field of the Electronic Portal, in a document that adequately identifies the applicant and written in Portuguese <and/or> in English, containing the following documents: <<or>> The proposal must be registered on the Electronic Portal, by filling in the following fields:

[Operation Guide]: Use paragraphs "a)" to "d)" when contracting goods, and services with the supply of goods when contracting goods, or services with the supply of goods this items only will used when have been created items of goods in the Petronect opportunity..

- a) The proponent must inform "yes", in the field "Is the item quoted equal to the one requested?" For each item, when fully meeting the technical requirements and any clarifications issued.
 - I. When answering "YES", the proponent guarantees to offer material exactly just as requested, with no technical deviations or any differences between descriptions, characteristics, manufacturer and part number or commercial reference (when there is a manufacturer and part number or commercial reference associated with the material specification requested).

Note: The manufacturer and "Part Number" shall be informed in the specific fields on the Electronic Portal, when the manufacturer and "Part Number" are different, the answer must be "No" observing the item "III" provisions below.

[Operation Guide]: The highlighted excerpt of Item II below must be deleted when a detailed technical description is required.

- II. In this case, no documents or comments referring to the technical specification of the material offered should be inserted. Any document or technical information that has not been requested by Petrobras shall be disregarded. After the issuance of the Contractual Instrument, if it is identified by Petrobras that the material offered is not the same as that requested, the same penalties established in item 9 of this document may be applied.

[Operation Guide]: Delete the highlighted excerpt of Item III below in the processes governed by the open auction rite.

- III. If there is a possible deviation in the technical characteristics, the filling should be "no", informing the existing deviations in the comments field, and in the specific fields, the manufacturer and the "Part Number" or attaching a detailed technical description;

[Operation Guide]: The letter "b)" should be used when a detailed technical description is required. Items not applicable to the open auction rite

- b) Detailed technical description, in accordance with the technical documentation included in this Notice, considering any clarifications issued, with no technical deviations;

[Operation Guide]: Delete paragraphs "c)", "d)" and "e)" below, whenever these, analyzed separately, are not requested. Items not applicable to the open auction rite.

- c) Material Safety Data Sheet (MSDS);
- d) "Data Sheet for Transport", according to the model present in Addendum L of this Document;
- e) Schedule of delivery (in the case of goods) <or/and> of completion (in the case of services);

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[Operation Guide]: Paragraph “f)” below applicable to the processes governed by the open auction rite with a supply of goods.

f) Detailed description of the good offered, the inclusion of any data that identifies the proponent is prohibited, under penalty of disqualification;

[Operation Guide]: Use paragraph “g)” below when PPU submission is required in the closed dispute mode or in the processes by the open dispute mode and auction, when a judgment criterion is Higher Discount and linear discount is chosen.

g) Unit Price Worksheet (PPU), according to the model present in Addendum M and instructions contained in item 3.4.2.1 that document;

[Operation Guide]: Use paragraph “h)” below when DFP submission is required in the closed dispute mode or in the processes by the open dispute mode and auction, when a judgment criterion is Higher Discount and linear discount is chosen.

h) Pricing Statement (DFP), according to the model present in Addendum P and instructions present in item 3.4.2.1 of this present document;

[Operation Guide]: Use paragraph “i)” below when the participation of companies under the consortium regime is allowed. Not applicable to the processes of open action rite or the processes restricted to ME/EPP.

i) Consortium Commitment Instrument;

[Operation Guide]: Paragraph “j)” not applicable to proposal request, not applicable to SEP

j) Certificate issued by the Board of Trade, National Register of Legal Entities (CNPJ) card, articles of association/incorporation and their last amendments, among other documents proving the proper classification of the proponent who has declared themselves as a micro or small enterprise;

[Operation Guide] Paragraph “k)” is applicable only to processes governed by SEP

k) Qualification Documents, which must be presented by the bidding companies as detailed in Addendum L.

- I. The documents required for qualification purposes may be totally or partially replaced by a Certificate of Registration (CRC) valid for the set associated with the items in the bid.
- II. The applicant must enter the qualification documents in the “Header” tab, in the “Notes and Annexes” field.
- III. Present the approved/ratified judicial/extrajudicial recovery plan, if the proponent, at the time of proposal submit had declared to be in the situation provided in the item 2.6.4 of this document.

[Operation Guide]: Use paragraph “l)” when there is a need to present other documents. Paragraph not applicable to the open auction rite.

l) Indicate other applicable document(s)

[Operation Guide]: Paragraph “m)” is applicable to the processes governed by the open auction rite.

m) Any other information/statements that may be required by the Electronic Portal.

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3.4.2.1 The values to be presented shall observe the following guideline:

[Operation Guide]: Use the item below for bidding, being the proposal presented in national currency.

3.4.2.1.1 It must be expressed in Brazilian Real currency and always with 2 decimal places;

[Guia de uso]: Utilizar o item abaixo quando se tratar de licitação internacional, item não aplicável à solicitação de proposta.

[Guia de Uso]: A 1ª Parte escura quando houver necessidade de comprovação conteúdo importado, a 2ª Parte escura ao final é aplicável quando não há necessidade de comprovação de conteúdo importado porque a contratação é acompanhada de estudo de mercado e com indicação de limitação de parcela máxima importada na PPU.

3.4.2.1.2 They must be expressed in Brazilian Reais, and in the case of a national proponent, or foreign companies authorized to operate in Brazil, in United States Dollars or Euro, in the case of foreign proponent with no authorization to operate in Brazil, and always in 2 decimal places. The submission of bids in US dollar or Euro currency, by a national proponent or foreign companies authorized to operate in Brazil, in the form of Contract Draft (Addendum A), is subject to the presence and proof during the contract performance, of imported input or any legal exception to the mandatory course of Brazilian Real observed the provisions in item 3.4.8. <<or>> The submission of bids in US dollar or Euro currency, by a national proponent or foreign companies authorized to operate in Brazil, must observe the maximum limit of the foreign currency portion established in the Unit Price Sheet (Addendum M).

[Guia de uso]: Utilizar o item abaixo quando se tratar de processos de abrangência nacional, com permissão de apresentação de proposta em moeda estrangeira, ou processos internacionais de solicitação de proposta,

[Guia de Uso]: 1ª Parte escura quando houver necessidade de comprovação conteúdo importado, a 2ª Parte escura ao final é aplicável aos competitivos internacionais não há necessidade de comprovação de conteúdo importado porque a contratação é acompanhada de estudo de mercado e com indicação de limitação de parcela máxima importada na PPU.

3.4.2.1.3 They must be expressed in Brazilian Real, United States Dollars or Euro always with 2 decimal places. The submission of bids in US dollar or Euro currency by a national proponent or foreign companies authorized to operate in Brazil, in the form of Contract Draft (Addendum A), is subject to the presence and proof during the contract performance, of imported input or any legal exception to the mandatory course of Brazilian Real, observed the provisions in item 3.4.8. <<or>> The submission of bids in US dollar or Euro currency, by a national proponent or foreign companies authorized to operate in Brazil, must observe the maximum limit of the foreign currency portion established in the Unit Price Sheet (Addendum M)

[Guia de uso]: Utilizar o item abaixo em processo com fornecimento de bens quando for necessário comprovação de conteúdo importado nas contratações direta com fornecedor exclusivo ou processos competitivos com revendedor autorizado

3.4.2.1.4 When the contract is done with an exclusive supplier or authorized reseller of good manufactured by a foreign company, the proof of imported portion referred in the item 3.4.2.1.2 <<or>> 3.4.2.1.3 will be provided respectively, through the Exclusivity Letter or Material Origin Declaration, and during the contract performance its validity must have to be maintained.

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[Operation Guide]: Use the item 3.4.2.1.5 in a bidding process, by the open dispute mode, in a charter processes when is allowed to the bidder submit proposal for more than one asset.

3.4.2.1.5 The proponent may participate in the hiring process with more than one asset, and must indicate on the Petronect portal the amount of asset that he/she will participate, and may submit individual bids and proposals for each of them.

[Operation Guide]: The following item is applicable in the case of bidding without PPU attached to the Public Notice.

3.4.2.1.6 The proponent must fill in the values in the “Price” field in the “Items” tab of “Opportunity” on the Electronic Portal;

[Guia de uso]: Item 3.4.2.1.7 to 3.4.2.1.11 aplicável aos processos Licitação/SEP pelo modo de Disputa Aberto ou Pregão, com PPU anexa.

[Guia de uso]: O item 3.4.2.1.7 to 3.4.2.1.8 é aplicável para os casos de envio de PPU. Se o critério de classificação for o de Maior Desconto, informar o intervalo em porcentagem. Os processos de SEP não utilizam a opção de maior desconto. A parte escura ao final deve ser usada apenas nos processos regidos pelo rito do pregão ou pelo modo aberto nos casos de critérios de julgamento maior desconto quando for exigido desconto linear ou tratar-se de serviços ou obra de engenharia. Deve-se adotar o desconto linear nas licitações de obra e serviço de engenharia ou quando selecionada essa opção por estratégia de contratação.

3.4.2.1.7 The proponent must complete the values <or> the percentage, linearly for all PPU items, in the “Price” field on the “Items” tab of “Opportunity” on the Electronic Portal. The applicant must fill and insert the file containing the PPU (Addendum M) filled in, in the “Header” tab, in “Notes and Attachments” field.

[Operation Guide]: The highlighted excerpts if needed to present PPU or DFP; Use the highlighted at the end in a bidding process, by the open dispute mode, in a charter processes when is allowed to the bidder submit proposal for more than one asset.

3.4.2.1.8 After the bidding phase, by Collaboration Room, each proponent who has participated, must send the Revised PPU <or> PPU and Pricing Statement (DFP) appropriate to the final bid submitted, when it's the case, for each asset, allowing the Bidding Commission <<or>> Hiring Group <<or>> Auctioneer to finalize the ranking order.

[Operation Guide]: Use the item 3.4.2.1.9 below when DFP submission is required.

3.4.2.1.9 The proponent must submit a Pricing Statement (DFP), strictly detailing all the elements, including overhead costs, that led to the formation of the unit price of each item of the Unit Price Sheet (PPU), according to the model set forth in Addendum P.

[Operation Guide]: Use Items 3.4.2.1.10 and 3.4.2.1.11 in case of goods supply.

3.4.2.1.10 In the “Price” field in the “Items” tab of “Opportunity”, gross values must be presented (with all taxes + tax benefits + DIFAL + freight if applicable). The Electronic Portal provides a calculator on the main page to assist in the calculations to be performed.

3.4.2.1.11 The winning proponent must inform the net price and tax rates at the time requested by the Bidding Commission <or> by the Auctioneer <or> by the Hiring Group via Collaboration Room.

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[Operation Guide]: The items 3.4.2.1.12 to 3.4.2.1.20 are applicable to the closed dispute mode, with PPU attached, items not applicable to the processes by the open auction rite

[Operation Guide]: Items 3.4.2.1.12 to 3.4.2.1.14 are applicable in the cases of PPU attached to the Public Notice.

[Operation Guide]: The percentage term in the item 3.4.2.1.11 when judgment criteria is Higher Discount

3.4.2.1.12 The proponent must fill in the values in the PPU sent according to Addendum M, which will be used for judging the proposals. The proponent must insert the files containing the completed PPU (Addendum K) in the "Header" tab, in the "Notes and Annexes" field. In the "Price" field in the "Items" tab of "Opportunity" on the Electronic Portal, for systemic purposes, we advise you to enter the same values <<or>> discount percentages applied for the PPU <<or>> the total value <<or>> total discount percentage applied for the of the PPU, avoiding differences of information between the PPU and the Opportunity. These amounts entered in the "Price" field in the "Items" tab of "Opportunity" will not be used for the purpose of judging proposals;

[Guia de uso]: Utilizar a nota abaixo nos processos de Contratação Global de Bens em que não se consegue definir com precisão os quantitativos e os locais de entrega, situação em que será utilizado a técnica de definição de alíquota interna

Note: As for the reference ICMS for proposal submission, the proponent shall quote indicating the applicable rate according to the relevant legislation.

[Guia de uso]: Utilizar a nota abaixo nos processos critério de julgamento maior desconto com exigência de desconto linear para todos os itens da PPU.

Note: The discount percentage should be applied linearly to all PPU items.

[Operation Guide]: The item applicable to processes of proposal request

3.4.2.1.13 The supplier must fill in the values in the "Price" field in the "Items" tab of "Opportunity" on the Electronic Portal, in accordance with Addendum M.

[Operation Guide]: Use item 3.4.2.1.14 when DFP submission is required. Item applicable to bidding and SEP. The highlighted excerpt at the end is not applicable to SEP.

3.4.2.1.14 The proponent must submit a Pricing Statement (DFP), strictly detailing all the elements, including overhead costs, that led to the formation of the unit price of each item of the Unit Price Sheet (PPU), according to the model set forth in Addendum M. The proponent must insert the file containing DFP in the "Header" tab, in the "Notes and Attachments" field, selecting the "DFP" type

[Operation Guide]: Item applicable to the Proposal Request

3.4.2.1.15 The supplier must submit the DFP together with the proposal;

[Operation Guide]: Items 3.4.2.1.16 to 3.4.2.1.20 are applicable in the case of goods with or without associated services or services with provision of goods. National Proposal Request

3.4.2.1.16 The national or foreign proponent authorized to operate in Brazil, in the field "Price" in the "Items" tab of "Opportunity" must enter the values without ICMS and without IPI. ICMS and IPI tax rates, as the case may be, must be indicated in the respective fields. The Electronic Portal provides a calculator on the main page to assist in the calculations to be performed. In case the proponent chooses SIMPLES NACIONAL (Integrated System for Payment of Taxes and Contributions), it must not make such

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indication, except in case the proponent collects ICMS directly from the State due to the sublimit provided for in the Complimentary Law 123/2006, when it must only indicate the ICMS tax rate.

Note: The ICMS highlighted in purchase invoices does not compose the PIS COFINS calculation base, according to the STF decision, indicated in the SEI PGFN Opinion No. 14,483/ME.

[Operation Guide]: *Items 3.4.2.1.17 to 3.4.2.1.20 are applicable in bids where the INCOTERM 2020 delivery condition is one of the options in group “C” or “D” and there is a separate request for a quote for freight.*

3.4.2.1.17 For the national or foreign proponent authorized to operate in Brazil, the “Freight Value” must be highlighted in the “Total Item Freight” field (without ICMS). In case the proponent chooses SIMPLES NACIONAL (Integrated System for Payment of Taxes and Contributions), it must not make such indication, except in case the proponent collects ICMS directly from the State due to the sublimit provided for in the Complimentary Law 123/2006, when it must only indicate the ICMS tax rate.

[Operation Guide]: *The item 3.4.2.1.18 below is applicable in the case of international bidding. The highlighted excerpt at the end is not applicable to the Proposal Request*

3.4.2.1.18 The foreign proponent without authorization to operate in Brazil must enter the values in the “Price” field in the “Items” tab of “Opportunity”, considering all taxes and tax benefits in the country of origin, and for classification purposes, where applicable, the amounts provided for in item 4.1.8 shall be added.

[Operation Guide]: *The item 3.4.2.1.19 is applicable in international processes. When it is requested to quote freight separately in the case, goods and group C or D*

3.4.2.1.19 The “Freight Value” should be highlighted and posted in the “Total Item Freight” field, this value must comply with the provisions of item 3.2.9 .

3.4.2.1.20 The contracting party may, at its discretion, include or exclude in the contract under this Bidding Process the freight cost quoted, prevailing, for the judgment of bids, the judgment criteria established in the bidding process.

[Guia de Uso] *Utilizar os itens 3.4.2.1.21 e 3.4.2.1.22 nos processos com apresentação de condicionada à justificativa, no processo, da necessidade de previsão de margem variável para alguns itens, conforme orienta a Cartilha de Margem Variável, destacando-se que o remanejamento de valores fica sujeito ao limite de 25%, vedando-se a compensação entre acréscimos e decréscimos.*

3.4.2.1.21 The proponent must consider for its proposal only the amounts foreseen in column “Estimated Demand” of the PPU (Addendum “M”)

3.4.2.1.22 Petrobras may demand services/goods in addition to the amounts provided for in column “Estimated Demand” of the PPU (Addendum M), observing the individual limits provided for in “Variable Margin” column of the PPU (Addendum “M”) without the need to enter into contract amendments, and the total limit for additions provided for in Law 13,303/16, as provided for in the Agreement.

3.4.3 All requested information must be submitted electronically via the Electronic Portal, starting from the “Start Date”;

[Operation Guide]: *Item 3.4.4 is not applicable to processes governed by the open auction rite*

3.4.4 All documents must be attached using the “Header” tab on the “Notes and Annexes” menu.

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3.4.5 The "Collaboration Room" is purposed for inquiries, and the bidders are prohibited from sending information therein regarding the proposal as well as documents, except in the cases provisioned in this document or when requested by the bidding commission <or> of the Auctioneer <or> of the Trading Commission <or> of the Hiring Group

3.4.6 Proponent must observe the "Basic Data" of "Opportunity", the dates and the start and end times for submission of proposals ("Start Date" and "End Date").

[Operation Guide]: *Item 3.4.7 is applicable to the processes governed by the open auction rite.*

3.4.7 Participants can withdraw or replace the registered proposal until the date and time defined for opening the proposals.

[Operation Guide]: *Use item 3.4.8 e subitens na licitação internacional ou licitação nacional com permissão de apresentação de proposta em moeda estrangeira. Item não aplicável à solicitação de proposta internacional acompanhados de estudo de mercado e com indicação de limitação de parcela máxima importada na PPU*

3.4.8 If the national proponent has submitted its bid in United States Dollars or Euro, it must indicate in the Unit Price Sheet (Addendum M) obligations to be contracted abroad, informing in the proposal the detailing of these foreign inputs.

[Operation Guide]: *Use the 1st highlighted excerpt in competitive processes (Bidding, Auction and SEP), use the 2nd highlighted excerpt in Direct Contracting processes (by law 13303/16 or for E&P Partnerships*

3.4.8.1 The total value of the contract to be signed it will obtained considering the foreign currency conversion to Brazilian Real (BRL) based on the commercial exchange rate for sale disclosed by the Central Bank of Brazil on the bid opening date (base date).

3.4.8.2 The form of payment and the obligations of the national proponent or foreign companies authorized to operate in Brazil, that submitting its bid in foreign currency due to the presence of imported inputs, in the form of the items above, are established in the Contract Draft (Addendum A).

[Operation Guide]: *Item not applicable to the open auction rite.*

3.4.9 The proponent may withdraw or replace his respective proposal until the End Date.

[Operation Guide]: *Use the wording below in the proceedings of open dispute. Item not applicable to proposal request. Not applicable to open auction rite.*

3.4.10 Only proposal documents annexed by the proponent will open after the bid stage has been completed.

[Operation Guide]: *Use the wording below in the proceedings of closed dispute. Item not applicable to the open auction rite. Item applicable to Proposal Request*

3.4.11 The bid documents attached by the proponent must be opened on the date and time set as "End Date".

3.4.12 The proponent is responsible for checking all the attachments and information that must be part of his proposal.

3.4.13 When sending the proposal, the system immediately displays a message stating that it was sent successfully. The proponent must observe the "status" of its bid which must be "Submitted", in the "Opportunities Panel".

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[Operation Guide]: *Item not applicable to the open auction rite / Not applicable to the proposal request*

3.4.14 The lack of any document requested in this Notice or the submission of the bid containing amendments, erasures, fine prints, qualifications and interpretations or modifications of any clause in this Notice and its addendums may result in disqualification of the proponent's proposal.

3.4.14.1 All documents included in this Notice are listed in the addendums.

[Operation Guide]: *The 2nd highlighted excerpt of this item is applicable to the for proposal request. The 1st highlighted excerpt refers to the other processes.*

3.4.15 The contracting party may, at its discretion, extend the Start Date and End Date. Those interested in participating in this hiring process must observe any changes in the dates informed in "Opportunity" and in the public area <<or>> "Opportunity" on the Electronic Portal. <or> The contracting may, at its discretion, extend the date for submission of the proposal. The supplier must observe any changes in the date of submission of the bid informed in "Opportunity", on the Electronic Portal.

3.4.15.1 Any extension does not result in the automatic reopening of the deadline for clarification request provided in the field "Queries on this hiring process". New term may be granted in the specific case at the discretion of the bidding commission <or> of the Auctioneer <or> of the Trading Commission <or> of the Hiring Group.

3.4.16 Without prejudice to item 3.4.1 above, the submission of the proposal by the proponent implies a formal declaration of full acceptance of the conditions established in this document and its addendums.

[Operation Guide]: *When regarding Bidding/SEP through open dispute mode or open auction rite, use item 3.4.17 and its sub-items below*

[Operation Guide]: *The 1st highlighted excerpt of item 3.4.17 is applicable to the open dispute mode, 2nd highlighted excerpt to the processes governed by the open auction rite.*

3.4.17 The Bidding Commission <or> The Hiring Group <<or>> The Auctioneer on the Starting Date of the Price Dispute, will start the bidding stage, when then the proponents will be able to submit bids exclusively through the Electronic Portal. <or> on the date and time of the opening of the bids, it will verify the bids received, classifying for the bidding phase those that are in compliance with the requirements established in this document and in its addendums.

[Operation Guide]: *Use the 4th highlighted excerpt to the to Auction and 5th highlighted excerpt at the end to Bidding/SEP through open dispute mode.*

3.4.17.1 It shall be disqualified by the Auctioneer <<or>> Bidding Commission <or> The Hiring Group, with the respective proponent being prevented from participating in the bidding stage, the proposal that: <<or>> the proposal that present symbolic, negligible or zero value, incompatible with those practiced in the market for the execution of the object.

[Operation Guide]: *The paragraphs "a)" to "e)" is applicable to Auction*

- a) The object offered does not meet the description contained in this document and its addenda or the detailed description of the object has not been presented;
- b) Present any data that identifies the proponent;

[Operation Guide]: *The paragraphs "c)" used in cases where the delivery period(s) is/are a disqualifying condition.*

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- c) The delivery period for the object offered does not meet the deadlines established in the Contract Draft (Addendum A);
- d) Failure to comply with the technical specifications contained in the Public Notice and its addendums, when applicable;
- e) Present symbolic, negligible or zero value, incompatible with those practiced in the market for the execution of the object.

3.4.17.2 Once the bidding stage is open, the proponents must be connected to the system to participate in that session.

3.4.17.3 It is the duty of the proponents to monitor all the operations carried out on the Electronic Portal during the session, being responsible for the burden arising from the loss of transactions, caused by the non-observance of the messages issued by the system and by the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group, or for its disconnection.

3.4.17.4 After the opening of the session of bid, the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group may suspend, postpone or reopen it at any time, previously informing the participants through the Electronic Portal.

3.4.17.5 After an offer, the system will only allow a new bid by the same proponent after a 20-second gap or, by another proponent after a 3-second gap. This system will continue to be applied during the random phase provided for in item 3.4.17.15 and once the end of this phase is reached, the bidding session will automatically end, regardless of whether or not there is a minimum time interval between bids not yet completed.

3.4.17.6 The system will order the initial prices registered in order of value and will identify to each proponent their proposal, without identifying the other proponents.

3.4.17.7 During the session, participants will be informed, in real time, of the best bid amount registered. The system will not identify the proponent to the other participants.

[Operation Guide]: Use one of the options of item 3.4.17.8, depending on the judgment criteria adopted. The indication of a minimum interval between bids is optional.

3.4.17.8 The proponent will be able to offer an intermediate bid, which is defined as equal to or worse than the best bid registered so far, but necessarily lower <or> higher than the offered by the proponent himself, according to the judgment criteria defined in this document and respecting the minimum interval between bids.

3.4.17.9 The tie will not be considered. Eventual equal bids will be ranked in accordance with the order of presentation, i.e. prevailing as best placed the bid that is received and registered first.

[Operation Guide]: Use item 3.4.17.10 when the minimum interval between bids is set. If the classification criterion is the Higher Discount, inform the percentage range. SEP does not have the option of a higher discount.

3.4.17.10 The minimum interval of value differences between bids is inform the defined interval, which will focus both on intermediate bids and on the proposal that covers the best offer.

3.4.17.11 Symbolic, negligible or zero-value bids, incompatible with those practiced in the market for the execution of the object, will be excluded from the system by the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group.

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3.4.17.12 In case of disconnection of the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group during the bidding stage, and the Electronic Portal remains accessible to the proponents, the bids will continue to be received, without prejudice to the acts performed.

3.4.17.13 When disconnection of the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group persists for more than 10 minutes, the session will be suspended and restarted only after prior and express communication to the participants on the Electronic Portal.

3.4.17.14 The bidding stage will end at the decision of the Bidding Committee President <or> the Auctioneer <or> the President of the Hiring Group.

3.4.17.15 After closure by the Bidding Committee President <or> Auctioneer <or> President of the Hiring Group, the Electronic Portal will issue notice of imminent closing of bids, after which a period of time from 1 to 30 minutes will elapse, randomly determined by the Electronic Portal system, after which the receipt of bids will be automatically finished.

[Operation Guide]: Item not applicable to SEP

3.4.17.16 After the bid stage finishes, if the difference between the best bid and the second placed is at least 10%, the bidding step can be restarted so that proponents positioned from second place can bid again in order to define these positions.

[Operation Guide]: Item not applicable to SEP

3.4.17.17 No bids may be offered that exceed the advantage of the best bid presented in the original bid stage.

[Guia de Uso]: Item 3.4.18 e subitem aplicável à Solicitação de Proposta

3.4.18 The Negotiation Committee <<or>> The Hiring Group may call the proponent for the qualification criteria evaluation, provided for in Addendum K. For criteria that the proponent has not proven compliance in the Supplier Register or whose registration record is out of date, evaluation questionnaires will be opened, through which the proponent must present the requested documentation for the respective criterion.

3.4.18.1 Petrobras will analyze the presented documentation, verifying the fulfillment of the requirements for contract execution. For the qualification criteria evaluation purpose, other Internet sites may be consulted, notably official certificate issuing sites, as well as the information available in the Supplier Register and Petrobras' internal systems.

[Operation Guide] Use the term "OF BIDS" in the case of Bidding/SEP by open dispute mode or Auction - This Chapter is not applicable to the Proposal Request

4 JUDGMENT OF PROPOSALS <OR> OF THE BIDS

4.1 The proposals <or> the bids will be ordered according to the judgment criteria defined in this document.

[Operation Guide]: Use item 4.1.1 below when the criteria for judging the best technique and price, best technique or best artistic content are defined. This item, as well as the item 4.1.2, are mandatory in the bidding/SEP whose judgment criterion is the best technique and price. Item not applicable to the Auction

4.1.1 The criteria defined in Addendum N must be observed, which will serve as a basis for defining the proposal's score.

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4.1.2 The judgment will be made by weighting the technical proposal and price notes, with the technical proposal note weighing xx% and the note of the weighted price proposal xx%, according to the details described in Addendum N.

[Operation Guide]: *Include item 4.1.3 below when the presentation of the proposal in foreign currency is accepted, in the form of item 3.4.2.1 above. Item not applicable to the Auction*

4.1.3 Exclusively for judgment purposes, when there are bids presented in different currencies, all of them shall be converted to Brazilian Real (R\$) at the commercial exchange sale rate disclosed by the Central Bank of Brazil on the date of opening of the bids (base date).

4.1.4 Mistakes in calculations must be corrected as follows:

4.1.4.1 If there is disagreement between the unit price and the total price obtained, the unit price must be multiplied by the quantity, the unit price will prevail and the total price will be corrected. In the case of a schedule in which there are items linked to a percentage over the value of another item, the contracting party reserves the right to consider the correct amount resulting from this transaction;

4.1.4.2 If there is a disagreement between the numerical and extensional value contained in the proposal, the value written in words will prevail;

[Operation Guide]: *Use 4.1.4.3 below for Bidding/SEP by open dispute mode, with sending PPU and Auction*

4.1.4.3 In case of disagreement between the PPU values and the price informed in Items tab, in Petronect, the values informed in the Items tab in Petronect will prevail;

[Operation Guide]: *Use 4.1.4.4 below for Bidding/SEP by closed dispute mode, with PPU attached to the Notice - not applicable to the Auction*

4.1.4.4 If there is a discrepancy between the PPU values and the price informed in Items tab, in Petronect, the values informed in the PPU will prevail;

4.1.5 The necessary adjustments in the values will be made, as a result of IPI, ICMS, ISS, PIS, COFINS, SIMPLES, and CPRB rates incorrectly reported in the bids. This correction cannot result in the increase of the final value of the bid.

4.1.6 Regarding the imposition of taxes, the legislation in force at the time of receipt of bids must be considered, regardless of the time of the taxable event, except in cases where different tax rates and tax bases are already established for the moment of the taxable event.

[Operation Guide]: *Use items 4.1.7 and 4.1.8 below when regarding Bidding by closed dispute mode for any type of contract.*

4.1.7 The determination of the best price will be made after any adjustments of values that are necessary, due to the rates of IPI, ICMS, ISS, PIS, COFINS, SIMPLES and CPRB incorrectly informed in the proposals, including the increase in value of the DIFAL-Differential of ICMS rate (if applicable) resulting from the interstate sale, to be collected at the destination by contracting party.

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[Guia de uso]: O item 4.1.7.1 abaixo deverá ser utilizado nas contratações globais de Bens pelo modo fechado. Para definição do Estado de referência, deverá ser inserido o estado com maior alíquota interna com previsão de demanda nos casos de demanda flexível ou linear. Caso haja um estado com previsão de demanda principal ou majoritária, este poderá ser indicado como estado de referência. O critério utilizado deverá ser devidamente selecionado no GEDI. . A 1ª opção escura ao final deve aparecer quando selecionado no GEDI a opção a maior alíquota interna entre os Estados com previsão de demanda e 2ª opção deve aparecer quando selecionado alíquota interna do estado com maior demanda prevista.

4.1.7.1 Considering that it is a goods contracting with delivery forecast to several States, in order to find the best price, and in order to register a potential contract to be entered into, it will be considered for all proposals the [States Name] ICMS effective internal rate, in the case the highest internal rate among states with forecast demand <<ou>> internal rate of the State with the highest expected demand.

Note: If the supplier indicated ICMS rate is different from the effective rate for the State above indicated for proposals judgment, the Commission may work with the supplier for clarification, as well as proceed with the adjustments provided for in item 4.1.7.

[Operation Guide]: Item 4.1.8 below should be used when regarding international Bidding.

4.1.8 To the prices proposed by foreign proponents without authorization to operate in Brazil, after considering all the variations provided for in Bilateral Agreements or the Brazilian Legislation in force, where applicable, there shall be added tariffs and import fees as follows:

- a) Import Tax (II);
- b) Tax on Manufactured Products (IPI);
- c) ICMS, PIS and COFINS, except when the provisions of item 4.1.10;

- d) The Additional Freight for the Renewal of the Merchant Marine (AFRMM) with legally stipulated rate on the freight amount, when offshore;
- e) 1.0% on the CFR/CPT value and on the DPU/DAP value to the cost of unloading, referring to the cost of storage, port/airport expenses and customs fee;
- f) 0.5% on the CPT value related to the Additional Airport Tariff (ATA);
- g) The ISS on the values of Warehousing, Port/Airport Expenses, Wharfage and, where applicable, the ATA;

[Operation Guide]: Paragraph "h)" is applicable to goods or services with supply of goods, when the INCOTERM 2020 delivery condition is one of the options of group "C" or "D".

- h) The cost related to the transport of the material quoted under the condition CFR / CIP / CIF / CPT / DPU / DAP Porto / Airport / Terminal-Destination to the PETROBRAS unit of destination of the asset in order to obtain the value in the condition CIP / CIF-Destination for all proponents.

[Operation Guide]: Paragraph "i)" is applicable to goods or services with supply of goods, when the INCOTERM 2020 delivery condition is one of the options of group "F".

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- i) The cost related to the transportation of the material quoted in the condition FCA/FOB Port/Airport/Terminal-Departure to the Port/Airport/Terminal of destination in order to obtain a more equal condition of comparison between the national proponents.

[Operation Guide]: *Items “j)” to “l)” are applicable to services or supply of goods with provision of services when the performance or the result of the service occurs in national territory.*

- j) PIS and COFINS on services;
k) CIDE on services;
l) IOF on services;

[Operation Guide]: *Item 4.1.9 must be used in the case of goods acquisition, in which a freight proposal is requested separately and applies only to cases in which the delivery condition is one of the predicted Group C or D INCOTERM 2020. Closed Mode*

4.1.9 To the “Initial Value”, the “Freight Value” will also be added to define the “Base Value”.

[Guia de Uso]: *Item aplicável quando houver fornecimento de bens, modo fechado licitação ou SEP e as propostas ainda forem avaliadas dentro do Petronect*

4.1.10 In the case of materials with application established for "Fixed Assets for the core business" or "Production Input", ICMS tax liability will be obtained (if collected directly to the State). The portion related to this tax shall be deducted from the proposed price.

[Operation Guide]: *Item not applicable to processes restricted to ME/EPP or SEP. The percentage of 5% is applicable to the Auction. Use the 1st highlighted excerpt in gray when consortium regime is allowed.*

4.2 If the best proposal has not been offered by a micro or small enterprise or consortium that meet Article 13-A of Decree 8,538/15, and there is a proposal submitted by a micro or small enterprise that is equal or even 10%<or> 5% higher <or> lower than that, shall apply the tie rules as follows:

- a) the best rated micro or small enterprise shall be convened, among those classified under the condition provided for in item 4.2 above, to cover the best offer;
- b) in the event that the convened micro or small enterprise does not cover the best offer, the remaining micro or small enterprises that may fall under the condition provided for in item 4.2 above, subject to the previous order, will be convened to exercise the same right given at the first call;
- c) in the event that all convened micro or small enterprises fail to cover the best tender, the Bidding Committee must maintain the original order and continue the bidding process;
- d) in the event that, under the above procedure, a micro or small enterprise covers the best bid, the Bidding Committee will reorder the proponents, placing it at first and continuing the bid.

[Operation Guide]: *Use the wording below in bids by open dispute mode / Auction*

4.2.1 In the event that the micro and small enterprises in the situation described in item 4.2 have presented equivalent values, the Bidding Committee <<or>> the Auctioneer must draw lots among them to identify the order of call for application of the provision set forth in paragraph “a” above, respected the provisions of item 3.4.17.9.

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[Operation Guide]: *Item 4.2.2 below it is applied by the closed dispute mode.*

4.2.2 In the event that micro and small enterprises or consortiums fall under the situation described in item 4.2 have presented equivalent values, the Bidding Commission must draw lots among them to identify the order of summons.

4.2.3 The procedure provided for in item 4.2, will be promoted by the Bidding Committee <<or>> the Auctioneer, subject to the previous ordering, whenever the proponent of the best bid is disqualified, disabled or excluded from this bidding process, except when the next proponent in the previous ordering is a micro or small enterprise or consortium that is entitled to the differential treatment provided for in LC 123/06.

[Operation Guide]: *Item 4.2.4 below it is applied by the closed dispute mode.*

4.2.4 After observing the procedure described in item 4.2 above, if no convened company has exercised the right to cover the best offer or the condition provided for in item 4.2 above, and if absolute equality is identified between two or more bids, the Bidding Commission will seek to tie the bids in the form of art. 55 of Law 13,303/2016.

[Operation Guide]: *This Chapter is not applicable to the Proposal Request. The term acceptability is applicable to the Auction, effectiveness to other processes.*

**5 VERIFICATION OF EFFECTIVENESS <OR> ACCEPTABILITY OF THE
PROPOSAL AND NEGOTIATION**

[Operation Guide]: *Items 5.1 and 5.2 above are applicable only to processes under the open auction rite. Items not applicable to SEP*

5.1 It will be examined the proposal of the proponent classified in the first place, and it must present an adequate proposal to the final bid offered containing the following documents:

[Operation Guide]: *The following paragraphs “b” and “c” are applicable to the contracting of goods. The other paragraphs are applicable to both the hiring of goods and services. Exclude paragraphs “b” and “c” below, whenever these, analyzed separately, are not requested.*

- a) Schedule of delivery (in the case of goods) <or> completion (in the case of services);
- b) Material Safety Data Sheet (MSDS);
- c) “Data Sheet for Transport”, according to the model contained in Addendum J of this Notice;
- d) Unit Price Sheet (PPU) updated, in case PPU presentation was required with the proposal;
- e) Indicate other applicable document(s).

5.2 The proposal must be submitted in a specific field of the Electronic Portal, on paper that adequately identifies the proponent and written in Portuguese <or> in English.

Operation Guide: *The 1st highlighted excerpt of item 5.3 below is applicable to the Bidding, the 2nd highlighted excerpt is applicable to the Auction. Item not applicable to SEP*

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
SEP PROPOSAL**

5.3 Only the most advantageous proposal will be analyzed, according to the judgment criterion. Should this proposal be disqualified, the Bidding Commission may verify the effectivity of the other proposals, in due order, disqualifying the one that: <or> After sending the proposal documentation, the Auctioneer will analyze and decide on its final acceptance, disqualifying the one that:

- a) Has irremediable defects;

[Operation Guide]: item below is not applicable to Auction

- b) Does not comply with the technical specifications set forth in this Notice and addendums thereto;
- c) Present unaffordable prices, as provided for in item 5.4 <or> 5.5 of this Notice, and have not demonstrated their feasibility, after due diligence of the Bidding Commission <or> of the Auctioneer;
- d) Presents prices deemed to be excessive;
- e) Whose global <<or>> unit <<or>> total lot value, after negotiation, is higher than the reference contracting budget prepared by Petrobras;
- f) Does not comply with the requirements of this Notice and addendums thereto, unless it is possible to comply therewith before the award of the contract and without prejudice to the same treatment among the proponents.

[Guia de uso]: Utilizar a alínea "g)" abaixo caso seja adotada a estratégia de lote Virtual e caso não seja elaborado orçamento referencial para o lote virtual

- g) The value of virtual lot proposal, after negotiation, contains in one of the individual lots, higher value than Petrobras's reference budget for that lot, even if the total proposal value of the virtual lot is within the value of the budget;
- h) Possess articles of association/incorporation a purpose or goal that is incompatible with this hiring process and can be used for that a Certificate issued by the Board of Trade, National Register of Legal Entities (CNPJ) card, articles of association/incorporation and last amendment or any other document that serves to fulfill this purpose.

5.3.1 Being identified by the Bidding Commission <or> by the Auctioneer if the applicant is in one of the situations described below, his proposal will be disqualified:

- a) Has undergone sanction in the CEIS - Registry of Ineligible and Suspended Companies (Transparency Portal of the Federal Comptroller General), whose effects are extensible to Petrobras;
- b) Is included in any of the impediment situations provided for in Law 13.303/16;
- c) Has been blocked provisionally from the Petrobras' Supplier Registry, by means of a precautionary measure.

[Operation Guide]: the option below is applicable to bidding and auction processes when defined in hiring preparing process.

- d) Is prohibited from taking part in Bidding of similar scope, due to public notice measure provisioned in art. 207 of RLCP.

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
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[Operation Guide]: Use the 1st option below in the works and engineering services processes. Use the 2nd option in other cases that are not works processes and engineering services. Item and subitems not applicable to SEP

5.4 An indication of unenforceability shall be considered when the overall value of the proposal is less than 70% of the lower bid of the following values: <<or>> It is considered that there is evidence of unenforceability when [establishing the criteria for the definition of unenforceable proposals].

[Operation Guide]: Use paragraphs below only in cases of works processes and engineering services.

- a) the arithmetic average of the bid amounts higher than 50% of the contracting referential budget amount elaborated by Petrobras; or
- b) the estimate of the contracting referential budget amount elaborated by Petrobras.

5.4.1 If there is any indication that the bid is unenforceable, due diligence shall be taken to ensure that the proponent making the bid can prove enforceability thereof.

5.4.2 If any doubts remain as to the feasibility of the proposal, even if it does not fit the situation provided for in item 5.4, diligence may be taken to prove its feasibility.

[Operation Guide]: The highlighted excerpt at the end is not applicable to Open Auction Rite

5.4.3 In order to prove the feasibility of his proposal, the proponent must present justifications and documents that prove the feasibility and compatibility of the amounts offered with the costs and expenses necessary for the full execution of the contractual object, and the Bidding Commission may perform the analysis of the DFP presented by the proponent, with confidential treatment being guaranteed to DFPs presented.

[Operation Guide]: Item 5.4.4 is applicable when the hiring process has parameters for not evaluating the proposal in the effectiveness phase.

5.4.4 There shall be no evaluation in the Effectiveness phase of proposals with total values exceeding [30%] of the highest of the following values:

- a) the arithmetic average of the bid amounts higher than 50% of the contracting referential budget amount elaborated by Petrobras; or
- b) the estimate of the contracting referential budget amount elaborated by Petrobras.

Note: The proposals classified in item 5.4.4 above shall not undergo effectiveness verification, being judged as “non-evaluated” proposals.

5.4.5 When the commercial proposal analysis has been finished, the Bidding Commission <<or>> the Auctioner will be able to carry out the initial stages of the negotiation phase, even when other aspects of the effectiveness phase verification is underway.

5.4.5.1 The negotiation phase beginning does not constitute acceptance of the others proposal terms, so if the other conditions provided for in the notice have not been met, the proposal could be disqualified.

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
SEP PROPOSAL**

[Operation Guide]: *Item below and its sub-items are applicable to processes governed by SEP.*

5.5 This SEP must follow the following procedure:

- I) electronic opening of bids, as per requirements of this SEP;
- II) analysis of bids including the qualification stage;
- III) resolution by the appropriate internal authorities of Petrobras and the Consortium partners as to approval thereof and authorization to execute the respective contract.

5.5.1 As provided for in Decree No 9.355/18 of 04/25/18 - Art. 1st – paragraph 7, “the contracting of goods and services carried out by consortia operated by Petrobras will be subject to the private companies’ own regime, in which case the bidding procedure does not apply, observing the principles of public administration provided for in the Constitution”.

5.5.1.1 In this regard, the bid(s) will be known only to the appropriate authorities of Petrobras and the partners of the Consortium. There will be no Public Act to open it and no appeals apply throughout the process.

[Operation Guide]: *The 1st, 3rd, and 5th highlighted excerpt are applicable to bidding processes, and the 2nd, 4th and 6th highlighted excerpt, to SEP.*

5.6 The Bidding Commission <or> The Hiring Group will negotiate <<ou>> may negotiate most advantageous conditions with the proponent who offered the best bid <or> for the consortium.

[Operation Guide]: *Item 5.7 and its sub-item is applicable to the Open Auction Rite.*

5.7 The auctioneer may negotiate with the first classified proponent, in order to obtain a better bid, not admitting to negotiate conditions other than those provided for in this Notice.

5.7.1 The negotiation will be carried through the system, being able to be followed up by the other proponents.

[Usage guide]: *The item 5.8 to 5.9 is applicable in Bidding or Auction processes.*

5.8 The Bidding Commission <<or>> Auctioneer may, when all the proposal exceed the reference budget, shall simultaneously consult the bidders on their interest to reach the contracting process target value. The negotiation with those interested will follow the classification order.

[Operation Guide]: *The highlighted excerpt below is not applicable to processes restricted to ME/EPP, item not applicable to SEP*

5.9 The subsequent proponent will be called, subject to the previous ordering and the provisions relating to preference for micro and small enterprises or consortium that qualify for the differentiated treatment provided for in LC 123/06, when the previous proponent is disqualified or disabled in the form of the item 6.3.

[Operation Guide]: *Chapter not applicable to Proposal Request, not applicable to SEP*

6 QUALIFICATION

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
SEP PROPOSAL**

6.1 As soon as the negotiation stage referred to in the item has started 5.6<or> 5.7 of this notice, the Bidding Commission<or>the Auctioneer may call the proponent for the evaluation of the qualification criteria provided for in the Addendum K. For criteria that the proponent has not proven to meet in the Supplier Registry or whose registration is out of date, evaluation questionnaires will be opened, through which the proponent must submit the requested documentation for the respective criterion.

6.1.1 The qualification phase shall be closed after the end of the negotiation phase.

***[Operation Guide]:** It is recommended to indicate in the items 6.1.2 and 6.1.4 below the term of 5 working days, and a different term may be established according to the object of the bidding.*

6.1.2 The deadline for completing the questionnaires will be xx business days, and may be extended for up to an equal period at the discretion of Petrobras.

6.1.3 Once the period has been established, the questionnaires shall be automatically closed and sent to Petrobras for analysis.

6.1.4 The Bidding Commission <<or>> The Auctioneer may perform due diligence to clarify the content or eliminate inconsistencies or defects found in the qualification documents, with a period of xx working days being defined for the proponent to correct the inconsistencies or defects found.

6.1.5 The Bidding Commission <<or>> The Auctioneer may grant a new deadline for the necessary corrections, if the defects or inconsistencies have not been adequately corrected.

6.2 Petrobras shall analyze the documentation presented, verifying compliance with the requirements of this Notice and its addendums. For the purpose of judging the qualification, other websites may be consulted, in particular official websites that issue such licenses and certificates, as well as the information available in Petrobras' Supplier Register and internal systems.

***[Operation Guide]:** The highlighted excerpts at the end is not applicable to ME/EPP restricted processes*

6.3 If the proponent does not meet the qualification requirements, the Bidding Commission<or> the Auctioneer will call the subsequent proponent for analysis as to the stages of effectiveness of the proposal and qualification, respecting the previous ordering and the provisions relating to preference for micro and small enterprises or consortiums that meet Article 13-A of Decree 8.538/15.

6.4 If the proponent meets the requirements for qualification, it will be declared qualified by the Bidding Commission <<or>> by the auctioneer.

***[Operation Guide]:** Chapter not applicable to Proposal Request and not applicable to SEP*

7 APPEALS AND CLOSING OF THE BIDDING PROCESS

***[Operation Guide]:** The 1st highlighted excerpt of the item below is applicable to the bidding and the 2nd to the Auction*

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
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7.1 Any proponent will be able to appeal, in a motivated manner, respecting the period of 5 working days from the declaration of qualification mentioned in item 6.4 of this Notice, and should be addressed to **indicate function** (Superior Authority of this event), through the Bidding Commission, through the “Collaboration Room”. **<or>** After the declaration of qualification, the Auctioneer will open a period for the proponents to express, in up 1 (one) working day, their intention to appeal, under penalty of losing this right.

[Operation Guide]: Item applicable to the Auction

7.1.1 In the event of at least one proponent manifesting, a period of 3 working days will be granted for the filing of an appeal, in a motivated manner, which should be addressed to [indicate function (Superior Authority of this event)], through the Auctioneer, through the “Collaboration Room”.

7.1.2 The appeals must be clearly written, in Portuguese, dated and signed by the Legal Representatives, or Attorneys with specific powers.

[Operation Guide]: 5 days applicable to the bidding and 3 days to the Auction

7.2 Received the resource(s), **the Bidding Commission<or> the Auctioneer** shall communicate to the proponents, through the “Collaboration Room”, on the filing of appeal(s) and open a period of **5 <<or>> 3** working days, counted from the communication, to present objections to the appeal(s) filed, which must be presented under the same conditions described in items 7.1 of this Notice.

7.3 Proponents are entitled to access to the elements indispensable to the defense of their interests, except the documents deemed to be confidential.

7.4 **The Bidding Commission <<or>> The Auctioneer** may reconsider its decision, or, if kept, it/he must refer the appeal to the Higher Authority for decision.

7.4.1 The decision of the Higher Authority is final and no other appeal is allowed to be filed.

7.5 The grant of an appeal shall invalidate only those acts that cannot be applied.

7.6 In the event of an appeal for undue delay in the progress of the bidding process, Petrobras may impose a sanction on the proponent, as set forth in the Petrobras Bidding Processes and Contracts Regulation.

7.7 Once a winning proponent is defined after any eventual appeal, it will be awarded the contract, and the bidding process will be subject to approval by the Authority of Competent Jurisdiction.

7.8 At any time, the bidding process may be revoked or canceled, within the limits established by Law 13.303/16.

7.8.1 If, after the bids are opened, the intention to revoke or cancel the bid is verified, proponents expressing an interest in answering to the act and exercising the right to adversary proceedings and the opportunity to be heard shall be granted a period of five (5) days to submit the corresponding answer.

7.8.2 The interest to answer thereto shall be submitted within one (1) day, as of the date of Petrobras' communication on the revocation or cancellation of the bid, under penalty of forfeiture of this right.

7.8.3 The proponent must address the challenge to a higher authority than the one that revoked or canceled the bid, through **the Bidding Commission <<or>> the Auctioneer**, which will assess its admissibility.

**BIDDING <OU> PRICE <OU> PROPOSAL REQUEST <OU> REQUEST TO SUBMIT
SEP PROPOSAL**

7.8.4 Once the contest is admissible, the Bidding Commission <<or>> the Auctioneer will forward it to the appraisal and decision of the authority that revoked or canceled the bid, which may reconsider its decision or keep it. In the latter case, this authority must refer the answer for consideration by its superior authority, which must render the final decision.

[Guia de Uso]: Capítulo aplicável à Solicitação de Proposta ou SEP (Lista Única/Competitiva)

8 TRADE CANCELLATION

8.1 Petrobras may, at any time prior to the execution of the contract and at its sole discretion, cancel this negotiation, without any rights, advantages or indemnities to the proponent.

[Operation Guide]: Chapter applicable bidding or auction processes when defined in hiring preparing process.

9 PUBLIC NOTICE MEASURES

9.1 The Public Notice Measures to be applied in this contracting process scope are:

- a) **Formal Reprehension** – Warning to the Bidder concerning disapproval for its conduct; and
- b) **Prohibition to Participate in Bidding with Similar Scope** – Prohibition to the Bidder to take part in a future bidding procedure with a scope similar to this hiring processes.

9.2 The Bidding Commission <<or>> Auctioneer will apply the **Formal Reprehension** when the Bidder, due to unjustifiable action or failure to act, gives rise to its elimination from the process, in the situations described below:

[Operation Guide]: Paragraph “a)” is applicable bidding by the open mode or auction processes

- a) Failure to submit, after the bidding phase concluding, the Price Sheet (PPU) adjusted to the final bid;
- b) Failure of the best bidder to keep the proposal, after the effectiveness verification phase;
- c) Failure to present the qualification documents or delivery it in nonconformity to this Notice, even after the deadline granted to correcting the inconsistencies or defects found;
- d) Failure to sign the contract within the period established in this document, when called within proposal validity period.

9.3 The **Prohibition to Participate in Bidding with Similar Scope** will be applied in case of recidivism, and the bidder will be barred from taking part in future bidding procedures with a similar scope for a period of 12 months from the application of this measure.

9.3.1 The Bidder shall be considered as a recidivist if, within the 12-month period from the application of the last public notice measure, executes another conduct described in item 9.2 of this **Public Notice**

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9.3.2 During the **Prohibition to Participate in Bidding with Similar Scope**, the execution of another conduct described in item 9.2 of this **Public Notice** may imply the opening of an Administrative Liability Proceeding (PAR), according to the provisions of Law n. 12.845/13.

9.4 Once the conduct described in item 9.2 of this **Public Notice**, and the Bidder's initially presented justification is not accepted, the Bidding Commission <<or>> the Auctioneer shall notify the Bidder(s) so that it/they may be present its/their defense, within 5 (five) business days, through the "Collaboration Room".

9.5 After the defense term provisioned in item 9.4 of this **Public Notice**, Bidding Commission <<or >> Auctioneer shall issue a grounded decision to apply or not the public notice measure.

9.6 The final decision of the Bidding Commission <<or>> Auctioneer shall be communicated to the Bidder, through a notification sent through the "Collaboration Room" and registered in a database that archives the application of this measure.

9.7 The Bidding Commission <<or>> Auctioneer shall verify throughout the hiring processes if the Bidder was sanctioned with Prohibition to Participate in Public Tenders with Similar Scope to that of the concerned public tender proceeding and exclude the Bidder from it, if it was in fact sanctioned.

[Operation Guide]: Chapter not applicable to the SEP

10 ADMINISTRATIVE SANCTION

[Operation Guide]: The 1st highlighted excerpt depends on the consortium permission,

10.1 The proponent and/or leader of the Consortium that has committed an illegal act or acts that cause damage to Petrobras, will be subject to the sanctions provided for in Law 13.303/16 and in the Petrobras Bidding and Contracts Regulation.

10.2 Administrative sanctions shall only be imposed upon an administrative process, observing the adversary proceedings and the opportunity to be heard, as set forth in Petrobras' Bidding Processes and Contracts Regulation, as well as the right of the involved parties to access the process.

10.3 In addition to the sanctions provided for in Law 13.303/16 and in Petrobras' Bidding Processes and Contracts Regulation, the terms of Law 12.846/13 shall be observed.

11 FORMALIZATION OF THE CONTRACT

[Operation Guide]: the 1st highlighted excerpt is applicable to other processes, the 1st highlighted excerpt of this option to Bidding /Auction, the 2nd highlighted excerpt to SEP; 2nd highlighted excerpt is applicable to the events restricted to ME / EPPs,. 3^a Opção aplicável a processos vinculados ao projeto phil que já se encontram na fase de subsidiária integral

11.1 Ratified the Bidding <or> Authorized the hiring, the proponent <<or>> the winner, who does not qualify as a micro or small enterprise, or consortium that meets Article 13-A of Decree 8,538/15, will be notified by email to access the Petronect Portal, where the payment slip Transaction Fee - provided for in item 9 of the Petronect and User/Subscriber Term of Adhesion) - will be available for payment. <or> Once the bid was approved, Petrobras will call the winner of the contest to, within xx working days, sign the contract, whose draft is in the Addendum A of this Notice. <<or>> Authorized the hiring, Petrobras will call the proponent to, within XX working days, sign the contract, whose draft is in the <<1401>> of this Proposal Request.

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[Guia de Uso]: *item não aplicável a certames restritos ME/EPP ou processos vinculados ao projeto Phil que já se encontram na fase de subsidiária integral*

11.1.1 The amount of the Transaction Fee must be 0.2% of the total amount of the contract to be entered into with Petrobras, limited to BRL 45 thousand and must be paid within the deadline stipulated in the slip.

[Operation Guide]: *Item not applicable to ME/EPP restricted events*

11.1.2 Failure to pay on the due date will result in late payment interest equivalent to 3% per month, pro rata temporis, from the obligation due date until its effective settlement, Petrobras may, for its credit satisfaction, avail itself the retention of the amount, added with the late payment charges, in payments due to the Proponent.

11.1.2.1 The bidder declares it is aware that the due and unpaid amounts regarding the Transaction Fee will subject the bidder to registration in credit protection systems, protests, and other appropriate measures for claiming the amounts.

11.1.2.2 The bidder agrees that the due and unpaid amounts regarding the Transaction Fee will subject the debtor to registration with the Registry of Unpaid Credits of the Federal Public Sector - CADIN, from the constitution of the default with a notice sent to the debtor's e-mail address, as provided in the Agreement, thus starting seventy-five (75) days-term provisioned by art. 2, §2, of Law 10.522/2002.

[Operation Guide]: *Item not applicable to ME/EPP restricted events*

11.1.3 For contracts signed in foreign currency, the transaction fee amount shall be converted to Brazilian Real (BRL), considering the commercial exchange rate for sale disclosed by the Central Bank of Brazil on last day of the month before the bid opening date (base date).

[Operation Guide]: *Item not applicable to ME/EPP restricted events*

11.1.4 The contracting party will convene the winning proponent to sign the contract, up to xx working days, whose draft is in Addendum A of this document.

[Operation Guide]: *Item not applicable to proposal request, The 2st highlighted excerpt applies to SEP, The 1st highlighted excerpt applies others processes*

11.1.5 The term foreseen for the signing of the contract may be extended once, for the same term informed in item 10.1.4 of this Notice, <<or>> extended at the initiative of the contracting party or when requested by the winning proponent, during the respective period of the term originally granted, and provided that it occurs reason justified and accepted by the contracting party.

[Guia de uso]: *O item 11.1.6 e seus subitens são aplicáveis aos procedimentos Regidos pela lei 13303/16 (Licitação, Pregão) quando o objeto envolver demandas de unidades em processo de desinvestimento Projeto Phil.*

[Guia de uso]: *No item 11.1.6 a 1ª parte escura deve ser utilizada nas contratações por lote ou por total a 2ª nos casos de contratação por itens.*

[Guia de uso]: *Usar o termo “subsidiária” nas contratações para NewCo Subsidiária e o termo “ativo” nos demais casos.*

11.1.6 This hiring process also is intended to meet the [NAME] oil refinery demand <<or>> may contain items to meet demand from the following refinery (ies): [OIL REFINERY'S NAME AND DELIVERY ADDRESS]. This oil refinery is a PETROBRAS asset <<or>> subsidiary that is in the divestment process.

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[Guia de uso]: No item 1ª 2ª parte escura apenas nos processos da primeira fase do projeto Phil ou seja, a Petrobras contrata em nome próprio, 3ª parte escura nas contratações para NewCo Subsidiária.

11.1.6.1 In the first phase of the divestment process, the asset will become a new 100% PETROBRAS (NewCo) subsidiary. In the final phase, will be formalized by PETROBRAS 100% sale of the asset <<or>> [SUBSIDIARY NAME] shares, when the company will no longer be a 100% PETROBRAS' subsidiary, becoming a private company (Private NewCo)..

[Guia de uso]: No item 11.1.6.2 utilizar a 1ª parte escura nas contratações por lote ou por total a 2ª nos casos de contratação por itens

[Guia de uso]: No item 3ª parte escura apenas nos processos da primeira fase do projeto Phil ou seja, a Petrobras contrata em nome próprio, 4ª parte escura nas contratações para NewCo Subsidiária.

11.1.6.2 Depending on the divestment process progress, a contractual instrument from this hiring process may be entered into <<or>> the orders from this hiring process, that have as delivery address refinery(ies) in the divestment process, may be made by one of the following companies: Petróleo Brasileiro SA, NewCo 100% PETROBRAS subsidiary <<or>> [SUBSIDIARY NAME] or NewCo Private.

[Guia de uso]: Utilizar o item nas hipóteses quando tratar-se de demanda exclusivas para mais de uma refinaria do projeto Phil, ou quando demandas compartilhadas entre uma ou mais refinarias do projeto Phil e demandas exclusivas da Petrobras e a forma de análise do critério de julgamento se der por total

11.1.6.2.1 It will be signed a single contract considering all the lots whose assets are owned by Petrobras on the contract signature date, for the other lots, will be entered into contract(s) by lot, directly with the asset owner company on the contract(s) signature date.

[Guia de uso]: Utilizar quando o critério de julgamento se der por lote e em algum lote houver demanda para mais de uma refinaria do projeto Phil, ou demandas compartilhadas entre uma ou mais refinarias do projeto Phil e demandas exclusivas da Petrobras.

11.1.6.2.2 In lots whose price schedule has quantities destined for more than one refinery, a single contract will be entered into considering all quantities destined for assets that remain owned by Petrobras on the contract signature date, for the other quantities it will be entered into contract(s), directly with the asset owner company on the contract(s) signature date.

11.1.6.3 In case of the NewCo Private as contracting party, the draft of the contractual instrument to be entered into between the parties will be adequated according to the notes indicated in the (Addendum A) contractual instrument draft.

11.1.6.4 After Contract Signature, other changes may be agreed between the parties, through a contractual amendment.

11.1.7 It will lose the condition for signing the contract the proponent who:

- a) Does not meet the conditions of effectiveness of the bid;

[Operation Guide]: Delete paragraph "b)" below when it is not necessary to submit DFP. Item not applicable to SEP

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- b) Presents a DFP that does not maintain the relevant relation with the proposed prices, allowing its rectified replacement;
- c) Refuses, without justification, to sign the contract, within the provisioned deadline;

[Operation Guide]: *The 1st highlighted excerpt applies to bidding, Auction and proposal request, the 2nd highlighted excerpt to SEP.*

11.1.8 The incidence of any of the cases provisioned in item 11.1.7 subjects the proponent, to the penalties established in the Petrobras Bidding and Contracts Regulation, being granted to Petrobras: <or> to the appropriate legal sanctions, such as claims for damage.

[Operation Guide]: *Paragraph is not applicable to proposal request / Item not applicable to SEP*

[Operation Guide] *Use the highlighted excerpt in gray when consortium regime is allowed*

- a) Call the subsequent proponent, in accordance with the prior order and provisions on the preference for micro and small enterprises or consortiums that meet Article 13-A of Decree 8.538/15, to do so in the same period and under the same conditions proposed by the previous proponent, including the prices updated in accordance with the Notice; or
- b) Revoke the bidding process.

[Guia de uso]: *Utilizar os O itens 11.1.8.1 nos procedimentos Regidos pela lei 13303/16 (Licitação, Pregão) quando o objeto envolver demandas itens de fornecimento para de unidades em processo de desinvestimento Projeto Phil*

11.1.8.1 If the hiring party come to be the NewCo Private, the incidence of any of the cases provisioned in item 11.1.7 subjects the proponent a claims for damage.

11.2 The contract may not be entered into with the proponent who, at the time of the call for the execution of the contract:

- a) Is part of the list of " Companies Prevented from Transacting with Petrobras", is included as suspended in the Transparency Portal of the Federal Comptroller General, or presents some impediment for procurement, as foreseen in the legislation;
- b) Is not in good standing with regard to the following documents:
 - i. Certificate of Good Standing with the FGTS;
 - ii. Clearance Certificate, or Liability Certificate with Clearance Effects, of Debts related to Federal Tax Credits and to the Active Debt of the Union (CND or CPEND/CPEN), for the purposes of proving good standing with Social Security. When the Certificate indicates any irregularity, the proponent convened to sign the contract, must present documents issued by the Federal Revenue Service of Brazil, called "Tax and Registration, to prove to

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the Bidding Commission <or> the Auctioneer <or> Trading Commission <or> the Hiring Group that the tax debt does not refer to taxes that are sources of cost of Social Security, namely: social security contribution, PIS / PASEP, COFINS, CSLL, PIS-PASEP-Imports and COFINS-Imports).

[Operation Guide]: Use item "iii" below in service delivery processes

- iii. Labor Debt Clearance Certificate (CNDT) or Liability Certificate with Clearance Effects
- c) Has a protested bill or debt registered with CADIN, whose value may, at Petrobras' discretion, jeopardize the efficient performance of the contract;
- d) Has a High GRI or that fit with the provided in the item 6.4.1.3 of the Addendum C - Unified Declarations;
- e) Has evidenced irregularities involving fraud, bad faith or serious omission by the proponent;

[Operation Guide]: Use paragraph "i" below when the participation of companies under the consortium regime is allowed. Not applicable to ME/EPP. Not applicable to Auction

- f) Does not submit the Consortium registration.

[Operation Guide]: the option below is applicable to bidding and auction processes when defined in hiring preparing process.

- g) Is prohibited from taking part in Bidding of similar scope, due to public notice measure provisioned in art. 207 of RLCP.

[Guia de uso]: Utilizar a alínea "h" abaixo nos processos com exigência de garantia de cumprimento das obrigações contratuais

- h) Do not prove the prior and express written consent of the guarantor regarding terms of the Bank Bail Letter Model or of the minimum insurance requirements of the contractual obligations' compliance guarantee.

[Operation Guide]: Highlighted excerpt not applicable to the proposal request

11.2.1 The winning proponent may be asked to update the certificates required in the qualification phase <<or>> certificates required, if the validity period expires during the course of the hiring process.

[Operation Guide]: The highlighted excerpt is not applicable to processes restricted to ME/EPP, item not applicable to the proposal request. Item not applicable to SEP

11.2.2 With no prejudice to the provisions of the item above, in the case of micro and small enterprises, or consortiums that meet Article 13-A of Decree 8.538/15, and if any restriction in the proof of fiscal regularity, a period of 5 working days will be ensured, counted from the decision of declaring the winning proponent, extendable for the same period, at the discretion of Petrobras, for the regularization of the documentation, payment or installment of the debt, and issuing any negative or positive certificates with a negative certificate effect.

[Operation Guide]: the option below is applicable to bidding and auction processes

11.2.3 If the Bidder is classified in one of the situations of item 11.2, , thus making the contract's signature impossible, the Bidding Commission <<or>> Auctioneer shall resume the contract proceedings with the other bidder, following the classification order.

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[Operation Guide]: Use the item 11.3 and its sub-items when it is required to provide a guarantee when contracting.

[Operation Guide]: The guarantee percentage must not exceed 5% of the contract value, except in the case of major works, services and supplies involving technical complexity and high financial risks, in which the guarantee limit can reach 10%.

11.3 The Contracted Party undertakes to maintain, throughout the term of the contract, a guarantee, in the amount corresponding to x % of the contract value, in one of the modalities below:

- a) Security deposit in cash;
- b) performance bond;
- c) bank guarantee

[Guia de uso]: Caso seja adotada a estratégia de lote virtual e não seja assinado um instrumento contratual único para o lote virtual, ou tratar-se de processos com lotes virtuais que envolva unidades em processo de investimento projeto Phil.

11.4 If the proponent who has submitted the best proposal for the virtual lot is declared the winner, autonomous and independent contracts will be signed for all purposes, covering each of the individual lots that comprise them.

[Guia de uso]: Caso seja adotada a estratégia de lote virtual e seja assinado um instrumento contratual único para o lote virtual

11.5 If the proponent who has submitted the best proposal for the virtual lot is declared the winner, a single contract will be signed, covering the consolidated demand of their respective individual lots.

12 INTEGRITY DUE DILIGENCE

12.1 The Petrobras Anti-Corruption Program (PPPC), a corporate integrity program, establishes mechanisms for the prevention, detection and correction of acts that do not conform to the conduct established and required by Petrobras. As provided for in the Petrobras Bidding and Contracts Regulation, the parties <<or>> The parties interested in initiating and maintaining a relationship with Petrobras will be subject to appropriate diligence in the light of the PPPC.

12.1.1 The analysis of the integrity risks to which Petrobras may be exposed, when dealing with third parties, is carried out through the Integrity Due Diligence Procedure (DDI), which corresponds to one of the elements of the PPPC.

12.1.2 The DDI supports the analysis of the third-party integrity criterion, the result of which is expressed by the assignment of the Degree of Risk of Integrity (GRI), which can vary between high, medium and low.

12.1.3 The rules and criteria adopted by Petrobras for the application of the DDI and the allocation of the GRI are available on the "Compliance" tab of the Petrobras supplier channel on the Internet, at: www.petrobras.com.br/canalfornecedor.

[Operation Guide]: Item not applicable to the proposal request

12.1.4 In any phase of the hiring process, in accordance with the article 32, item "v" of the law 13.303/16 and article 4th paragraph 3rd of the RLCP, Petrobras will exclude the Proponent that:

- a) Present a high GRI or that fit with the provided in the item 6.4.1.3 of the Addendum C - Unified Declarations.

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- b) Does not present GRI assigned at the time of qualification and does not answer the DDI questionnaire with the supporting documentation within the deadline for presentation of the qualification documentation, according to available model on the website of the New Contract Rules of Petrobras, at: <https://canalfornecedor.petrobras.com.br/en/> >> how a bidding procedure works >> contents of the public notice >> Integrity Due Diligence (DDI);

[Operation Guide]: *Item applicable to Chartering and EPCI Subsea contracts*

- c) Submit a proposal whose assets are owned by a third party, and the latter has a High GRI or does not have a GRI assigned at the time of qualification and has not responded to the DDI questionnaire with supporting documentation within the time limit for submitting the qualification documentation.

[Operation Guide]: *Item not applicable to the proposal request*

12.1.4.1 If new facts or relevant information regarding the supplier's integrity risk are identified, the GRI may be changed, to be considered in the current bidding process.

[Operation Guide]: *Item applicable to Chartering and EPCI Subsea contracts*

12.1.5 In the case of contracts where the object is related to Chartering or EPCI Subsea, if the asset to be chartered is not owned by the proponent, the company that owns the asset must also meet the requirements of the GRI.

12.1.5.1 In these cases, if the company that owns the asset does not have a registration with Petrobras or GRI, it must complete the DDI questionnaire in Petronect> Registry at Petrobras, according to the model available on the Petrobras New Contracting Rules website, at: <https://canalfornecedor.petrobras.com.br/en/> >> how a bidding procedure works >> contents of the public notice >> Integrity Due Diligence (DDI);

12.1.5.2 The completed DDI questionnaire must be sent together with the [bidder or tenderer] qualification documents.

13 FINAL PROVISIONS

[Operation Guide]: *If the deadline for the submission of bids has been defined for this bid, within 5 business days, pursuant to art. 39, item I, paragraph "a" of Law 13.303, it is recommended to change the period below from 5 to 3 working days. In the Auction this period is 2 days. Item not applicable to the proposal request / Item not applicable to SEP*

13.1 Any person may challenge the terms of this Notice and its addenda, up to five (5) business days prior to the date of opening of the bids.

13.1.1 The contestation of the Public Notice and its addenda must be addressed to the Bidding Commission <<or>> the Auctioneer, being delivered, within the term established in item 13.1 above, at the following address and time: inform the address of the sector or of the Petrobras Protocol in the same building where the President of the Bidding Commission is located, from Monday to Friday, from 08h00 to 12h00 and from 13h00 to 17h00.

[Operation Guide]: *Item only applicable in SEP' for E&P partnership hiring.*

13.2 The contracting of goods and services carried out by consortia operated by Petrobras will be subject to the private companies' own regime, in which case the bidding procedure does not apply, observing the principles of public administration provided for in the Constitution as provided for in Decree No 9.355/18 of 04/25/18 - Art. 1st – paragraph 7.

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13.2.1 In case of the practice, in connection with this contracting, of any illegal act provided in law 12846/2013, the penalties provided therein shall be applied.

[Operation Guide]: Item applicable to the proposal request

13.3 Petrobras may amend the terms of this Request for Proposal and addendums thereto.

[Operation Guide]: Item not applicable to the proposal request

13.4 The contracting party may amend the terms of this Notice and its addendums. Amendments affecting the preparation of bids will cause the deadline for submission thereof to be reopened.

[Operation Guide]: Second highlighted excerpt applicable to the proposal request

13.5 It is responsibility of the Bidding Commission<or> the Auctioneer<or> , at any stage of the contracting process, to promote diligence aimed at clarifying or complementing the instruction of the contracting process, including its complementation and correction. <or>It is responsibility of the Negotiation Committee <<or>> of the Hiring Group, at any stage of the negotiation, to promote diligence aimed at clarifying or complementing the instruction of the contracting process.

[Operation Guide]: Item not applicable to the proposal request

13.5.1 Completion shall be allowed where the formalism is overlapping the necessary form, always aimed at meeting the principle of competitiveness and simple omissions or formal inaccuracies in the documentation or bid shall not be considered grounds for disqualification, provided that accommodation to its terms is possible prior to the award of the object and without prejudice to the attribution of equal treatment among the proponents.

[Operation Guide]: Item not applicable to the proposal request

13.5.2 The proponents convened to provide any additional clarifications must do so within the time limit determined by the Bidding Commission <or> the Auctioneer <or>the Hiring Group, under penalty of disqualification or exclusion.

13.6 The contracting party shall not accept, under any circumstances, future claims of omission in the proposal of services required to perform the contractual instrument, or inaccuracy regarding the contracted amount, aiming to change the proposed price.

[Operation Guide]: Item not applicable to the proposal request

13.7 The disciplinary rules of this bidding process will be construed with a view to increasing the dispute among the proponents for the most advantageous bid, as long as it does not affect interests of the contracting party, as well as the purpose and security of the contract.

[Operation Guide]: The 2nd highlighted excerpt below is applicable to SEP, The 1st highlighted excerpt applicable others processes.

13.8 In the calculation of the terms and periods established in this Notice and in its addendums, it should be noted that:

- a) The Start Day must be excluded and the End date must be included;
- b) The deadlines will only be started and expired on a working day of the Organizational Unit responsible for hiring, indicated in the preamble.

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c) Deadlines are counted in business days and the business days of the Organizational Unit responsible for the bidding process are considered, indicated in the preamble;

[Operation Guide]: *Item not applicable to the proposal request*

13.9 In the event of any supervening event or in the event of Acts of God or Force Majeure the following shall be observed:

a) If the fact prevents the realization of session<or>bid opening on the scheduled date, that session <or> bid opening will be postponed;

b) Deadlines that are in progress will be suspended and will resume once the situation is normalized.

[Operation Guide]: *Item not applicable to the proposal request / not applicable to SEP*

13.10 The documents sent by the Proponent in compliance with item 6.1 may be used by PETROBRAS to include the Proponent's data in its Supplier Register, regardless of the outcome of the qualification.

[Operation Guide]: *Item not applicable to the proposal request / not applicable to SEP*

13.10.1 If the Proponent does not agree to the inclusion of their data in the Petrobras Supplier Registry, they shall express it by informing in the proposal.

[Operation Guide]: *Item not applicable to the proposal request / not applicable to SEP*

13.10.2 The registration inclusion referred to in this item will not bring to the Proponent any cost or obligation to keep such register updated, nor does it generate any right regarding its qualification in this bidding.

[Operation Guide]: *Item not applicable to the proposal request / not applicable to SEP*

13.10.3 The refusal to include its data in the Supplier Registry will not impact the Proponent's participation in this bidding.

[Operation Guide]: *We recommend that the LEGAL SECTOR is consulted if there is any doubt as to the choice of forum. Depending on the object of the contract, it may be more interesting to indicate the venue of the bidding process or another more appropriate to the specific case.*

13.11 The Forum of the city of inform the city for judgment of any legal issues resulting from this hiring process.

14 ADDENDUMS

14.1 The following documents are part of this Notice:

[Operation Guide]: *Select the applicable addendum(s) or annex(es), adding other addendums or annexes applicable in the bid.*

Addendum A: Contract Draft and annexes;

Addendum C: Unified Declarations

[Operation Guide]: *The Addendums applicable to the Bidding, Proposal Request and SEP when service is provided and a technical visit is required,*

Addendum E: Technical Visit Certificate;

Addendum F: Declaration for Waiver of Technical Visit

[Operation Guide]: *When required transportation data sheet.*

Addendum E: Data Sheet for Transport;

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[Operation Guide]: *Item not applicable to Auction / not applicable to the proposal request / Item not Applicable to SEP - And the criterion for judging the better technique, technique and price, better artistic content.*

Addendum G: Judgment Criteria;

Addendum H: Requirements for Qualification and annexes thereto;

[Operation Guide]: *When DFP is required.*

Addendum I: Pricing Statement (DFP);

[Operation Guide]: *The item below is applicable to international processes with supply of goods*

Addendum K: Shipping Instructions

[Operation Guide]: *Use in a Hiring Process of Services with provision of goods, when necessary the Material Supply Conditions (CFM).*

Addendum L: CFM 2018

[Operation Guide]: *Processes with attached PPU*

Addendum M: Unit Price Schedule (PPU);

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[Operation Guide]: Addendum applicable to Bidding, Request for Proposal and SEP when technical visit is required,

CERTIFICATE OF TECHNICAL VISIT

OPPORTUNITY No: Inform the bid reference

We hereby certify that Mr.(s) _____, bearer of identity card n° _____ representing the company _____, CNPJ / MF n° _____, under the terms established in the notice in reference, attended the _____, became aware of the local conditions of execution of the services or of the supply of the goods.

When signing this certificate of technical visit, those responsible for carrying it out declare that:

- (a) the technical visit was accompanied by at least two employees from PETROBRAS, identified below;
- (b) the technical visit was scheduled at a different time for each of the proponents, in order to preserve their identity confidential;
- (c) in case of participation in a consortium, you are aware that the technical visit may be carried out by any of the consortium companies;
- (d) the same representative was not allowed to represent two or more different companies during the technical visit;
- (e) the proponent's representative who attended the technical visit observed the rules previously presented regarding the place, Unit or area to be visited;
- (f) informed the proponent's representative(s) that any subsequent arguments arising from the lack of knowledge of the conditions of the place of performance of the services will not be accepted;

Inform location, date and time of performance (from hh:mm to hh:mm)

Signatures of representatives from Petrobras

Inform name, position and registration of representatives from Petrobras

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[Operation Guide]: Addendum applicable to Bidding, Proposal Request and SEP when service is provided and technical visit is required,

ADDENDUM N

DECLARATION FOR WAIVER OF TECHNICAL VISIT

PROPONENT IDENTIFICATION

To
PETRÓLEO BRASILEIRO S.A. – PETROBRAS

OPPORTUNITY No. xxxxxxxx

Dear Sirs,

The [inform the corporate name and qualification of the proponent/consortium] declares, to the content of item 2.7.1.1 of the notice <or> of the proposal request <or> of SEP and in order to waive the Technical Visit, to have full knowledge of the contractual object, the conditions and peculiarities of the contracting, and to be able to form the proposal within the period determined with the information provided in the notice and its attachments.

Inform location and date

COMPANY NAME OR CONSORTIUM

Signature of Legal Representative

Inform the name and function of the legal representative

Acknowledged:
PETRÓLEO BRASILEIRO S.A. – PETROBRAS

UNIFIED STATEMENT**PROPONENT IDENTIFICATION**

To

PETRÓLEO BRASILEIRO S.A. - PETROBRAS

REF.: OPPORTUNITY Nº **inform the Petronect Opportunity No.**

Dear Sirs,

[Operation Guide]: *consortium provisions not applicable to auction.*

In keeping with the terms of the Notice <or> the Proposal Request <or> of the Request for Proposal Submission -SEP in reference, the proponent <or> the consortium members DECLARES, under the penalties of the Law, especially article 299 of the Brazilian Penal Code, Law No. 12,529/11, Law No. 12,846/13 and Law No. 13,303/16, which:

[Operation Guide]: *There may be included clauses to meet other requirements that may be applicable, given the peculiarities or specificities of the contracting.*

1 Requirements of the Notice <or> of the Proposal Request <or> of SEP

1.1 We agree with the provisions of the Notice <or> of the Proposal Request <or> of SEP and its annexes.

[Operation Guide]: *Attention when completing the period of validity of the bid, which must be the same as that defined in the notice to bid.*

1.2 We guarantee the period of validity of the prices and conditions contained in this bid for **XX** days from the end date for submission thereof.

[Operation Guide]: *Item below applicable to processes in which services are provided*

1.3 We shall have available personnel and equipment and/or materials available and in perfect condition to perform the services, object of this contract, according to the specifications specified in the Notice <or> in the Proposal Request <or> at SEP and its annexes.

1.4 We ensure that this proposal fully meets the requirements of the Notice <<or>> SEP <<or>> Proposal Request and that we will present all the required documentation, including proof of compliance with the qualification requirements.

1.4.1 We are aware that non-compliance with item 1.4 above may be considered for the purpose of any administrative procedures, when applicable.

[Operation Guide]: *Item below and its subitem not applicable to the Proposal Request*

1.5 This company <or> Not one of the consortium companies has a high GRI when submitting this proposal.

1.5.1 We are aware that Petrobras may reassess the Integrity Risk of any supplier at any time, altering the information currently contained in the Registration, and that, if the assessment results in a high risk of integrity, we will be excluded from this bidding process.

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1.6 We comply with all the requirements of Health, Safety and Environment, provided for in the Federal Constitution, Laws, Decrees, Ordinances, among which are 3214/78 of the Ministry of Labor (NRs), Normative Instructions and Federal, State and Municipal Resolutions.

[Operation Guide]: The 1st highlighted excerpt of item 1.7 is applicable to services or goods with provision of services. The 2nd highlighted excerpt of item 1.7 is applicable to the proposal request, The 3rd highlighted excerpt applicable to the proposal request,

1.7 We evaluate the object of this hiring and ensure that we have full knowledge of general and local conditions where the services will be performed, as well as of the legislation related to contracting in the agenda and other conditions provided for in the contractual draft. <or>, including with regard to meeting of the necessary requirements for its object execution.

1.8 We are aware that only the information and clarifications officially sent in writing, by the Bidding Commission <or> by the Negotiating Committee <or> by the Hiring Group will be valid.

[Operation Guide]: The item below is applicable to processes with supply of goods, when formal declaration of compliance with technical requirements is required (Addendum) or when there is at least one item of goods linked to Families in the Critical or Strategic segment - Not applicable to the open auction rite.

1.9 The material/equipment proposed is fully in accordance with the requirements of Petrobras' specifications set forth in the Notice <or> SEP <or> the Proposal Request and its annexes, including the Inspection Requirement, without any technical deviations, including the scope of supply.

1.10 We are aware of the terms related to the Transaction Fee - item 9 of the Petronect and User/Subscriber Term of Adhesion - provided for in item 9.1 of the Notice <or> of SEP <or> of the Proposal Request.

2 ABSENCE OF IMPEDIMENTS

[Operation Guide]: The highlighted excerpt at the end of items 2.1 and 2.2 is applicable to SEP

2.1 In the case of an individual person, not a manager or employee of PETROBRAS, the leading company and operator of the Consortium;

2.2 It does not have manager(s) or partner(s) holding more than 5% (five percent) of the share capital that is a manager or employee of PETROBRAS, the leading company and operator of the Consortium;

2.3 Is/Are not suspended by PETROBRAS;

2.4 It has not been declared unlawful by the Federal Government, the State or the Federal District, as long as the sanction's effects last;

2.5 It is not constituted by a partner of a company suspended, impeded or declared unfaithful;

2.6 Does/Do not have a manager who is a partner in a suspended, impeded or unlawful company;

2.7 It is not constituted by a partner who has been a partner or manager of a suspended, impeded or declared unfaithful company, in the period of the facts that gave rise to the sanction;

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2.8 Does/Do not have a manager who has been a partner or manager of a suspended, impeded or declared unfaithful company, in the period of the facts that gave rise to the sanction;

2.9 Does/Do not have in its board of directors, a person who participated, due to a bond of the same nature, in a company declared unfaithful.

2.10 Does/Do not have owner, even as a partner, who has ended his term of management or broken his relationship with PETROBRAS <<or>> PETROBRAS, leading company and operator of Consortium less than 6 (six) months ago;

[Operation Guide]: *Item and sub-items not applicable to SEP*

2.11 Has/Have no kinship relationship, up to the third civil degree, with:

2.11.1 Director of PETROBRAS;

2.11.2 An employee of PETROBRAS whose duties involve working in the area responsible for bidding or contract;

2.11.3 Authority of the public entity to which PETROBRAS is bound.

[Operation Guide]: *Items 2.12 to 2.14 are applicable to service processes, when dealing with engineering works and services, Items not applicable to the auction, Items not applicable to the proposal request.*

2.12 Has/Have not participated directly or indirectly in the preparation of the preliminary project or the basic project of this hiring process;

2.13 Has/Have not participated directly or indirectly in the consortium responsible for preparing the preliminary project or the basic project of this hiring process;

2.14 Has/Have no partner holding more than 5% of the voting capital, manager, controller, manager, responsible technician, subcontractor who is the author of the preliminary project or the basic project of this hiring process.

[Operation Guide]: *The highlighted excerpt is applicable to competitive SEP*

Note: Indirect participation is considered to be the existence of bonds of a technical, commercial, economic, financial or labor nature between the author of the preliminary project or basic project, individual or legal entity, and the proponent or person responsible for the services, supplies and works, including the supplies of goods and services needed.

3 ABSENCE OF FAMILY RELATIONSHIP

[Operation Guide]: *The text below is applicable only to SEP*

Declares that up to the third degree of civil relationship:

[Operation Guide]: *The text below is applicable to all cases*

3.1 Does/Do not have an manager or partner with management power who is a family member of the employee holding a trust function that required the hiring **inform the name of the manager**; nor of the employee holding a trust function that operationalized the hiring **inform the name of the manager**;

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3.2 Does/Do not have a manager or partner with management power who is a family member of a hierarchically superior authority **inform the name of the manager**: to the employee holding a trust function that demanded the hiring **inform the name of the manager**; nor of the hierarchically superior authority **inform the name of the manager** to the employee holding a trust function that operationalized the hiring **inform the name of the manager**;

3.3 Does/Do not have an manager or partner with management power who is a family member of the holder of a trust function responsible for authorizing the hiring in the Petrobras **inform the name of the manager**; nor the trust function responsible for signing the contract **inform the name of the manager**.

[Operation Guide]: *Items below 3.4 to 3.6 applicable to service provision processes*

3.4 Does/Do not have a professional who will provide service in the contract who is a family member of the employee holder of a trust function that demanded the hiring **inform the name of the manager**; nor of the employee holder of a trust function that operationalized the hiring **inform the name of the manager**.

3.5 Does/Do not have a professional who will provide service in the contract who is a family member of a hierarchically superior authority **inform the name of the manager** to the employee holder of a trust function that demanded the hiring **inform the name of the manager**; nor of hierarchically superior authority **inform the name of the manager** to the employee holder of a trust function that operationalized the hiring **inform the name of the manager**.

3.6 Does/Do not have a professional who will provide service in the contract who is a family member of the holder of a trust function responsible for authorizing the hiring in the Petrobras **inform the name of the manager**; nor of the trust function holder responsible for signing the contract **inform the name of the manager**.

4 IN RELATION TO PETROBRAS' GUIDE OF ETHICAL CONDUCT FOR SUPPLIERS, GUIDE OF QUALITY FOR SUPPLIERS, CODE OF ETHICAL CONDUCT AND SOCIAL RESPONSIBILITY POLICY

4.1 Has/Have read and agree with the terms of Petrobras' Guide of Ethical Conduct for Suppliers, Guide of Quality for Suppliers, Code of Ethical Conduct and Social Responsibility Policy, committing themselves to comply with it in its entirety.

[Operation Guide]: *Addendum not applicable to the proposal request*

5 INDEPENDENT PREPARATION OF PROPOSAL

5.1 The attached proposal was prepared independently by the proponent/consortium, and the content of the attached proposal was not, in whole or in part, directly or indirectly, informed to, discussed with or received from any other potential or actual participant of this opportunity.

[Guia de Uso]: *Utilizar o item abaixo nos processos de contratação com fornecimento de Bens*

Note: This company also declares that it offer is independent, without proposals and/or prices manipulation between manufacturers, distributors and resellers, under penalty of disqualification and subjection to the measures that may be appropriate.

5.2 The intention to submit the attached proposal has not been informed to, or discussed with, or received from any other potential or actual participant in this opportunity, by any means or by any person.

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5.3 It did not attempt, by any means or by any person, to influence the decision of any other potential or actual participant of this opportunity as to whether or not to participate in the said hiring process.

5.4 The content of the proposal shall not, in whole or in part, directly or indirectly, be communicated to or discussed with any other potential or actual participant of this opportunity before the conclusion of the said contracting process.

5.5 The content of the proposal was not, in whole or in part, directly or indirectly, by the proponent/consortium or by an intermediary, informed to, discussed with or received from any member of Petrobras' contracting body, before the official opening of the proposals.

6 COMPLIANCE

For the purposes of this item 6 - Conformity, "Group" means, in relation to a natural or legal person or a company, regularly constituted or not, itself, its Affiliates, its successors, assignees, its administrators, directors, representatives, employees, cooperative members, representatives and agents, including subcontractors.

[Operation Guide]: When the contractor is a natural or legal person.

[The members of the Group of the proponent ...]

[Operation Guide]: When the participation of a consortium is allowed.

[The members of the Group of the proponent and the Group members of each of the companies that constitute the consortium ...]

declare and guarantee, in relation to operations, activities, services or work in any way related to this hiring process, that:

6.1 Declares that did not make, did not offered nor authorized, either directly or indirectly, and compromises not to make, offer nor authorize, either directly or indirectly, any payment, gift, entertainment, travel, promise or any other advantage, either directly or indirectly, for the use or benefit of any authority or official, as defined in Article 327, head provision, § § 1st and 2nd, of the Brazilian Penal Code, any individual or entity, either domestic or foreign, whether belonging or not to any national or foreign public management, or related to them, including political party, a member of a political party, candidate for elective office, whenever such payment, offer or promise of gift, entertainment or travel, or any other advantage, constitute an offense under Brazilian law, in the Foreign Corrupt Practices Act of 1977 – FCPA or UK Bribery Act of 2010 – UKBA.

6.2 They are complying and will continue to comply with the applicable laws mentioned in item 6.1.

6.2.1 If it is verified the occurrence of violations of the applicable Brazilian and Foreign Anti-corruption laws, criminal law and antitrust and related laws, they will take the necessary measures to stop such violations, remedy its consequences, and improve their anti-corruption programs.

6.3 They will comply faithfully and fully with the provisions below:

6.3.1 The proponent shall immediately inform Petrobras <<or>> Petrobras and the contracting party, in writing and upon proof of receipt, of the initiation and progress of any investigation or administrative or judicial proceeding to determine the practice of the illegal acts described in item 6.1 , perhaps charged to the proponent or

[Operation Guide]: When the contracted party is a legal entity.

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[... to the members of the Group of the proponent...]

[Operation Guide]: When the participation of a consortium is allowed.

[... to the members of the Group of the proponent and the Group members of each of the companies that constitute the consortium ...]

... , relating to this contract.

6.3.2 The proponent declares that it has informed its administrators, agents, representatives, employees, cooperative members and third parties acting in their interest or benefit, as well as ...

[Operation Guide]: When the contractor is a legal entity.

[...the members of the Group of the proponent...]

[Operation Guide]: When the participation of a consortium is allowed.

[... the members of the Group of the proponent and the Group members of each of the companies that constitute the consortium ...]

..., of its commitment in relation to the provisions in this statement, as well as taking measures so that they compromise not to practice conduct or omissions that may result in violations of the commitments established and statements contained in this instrument or in responsibility for Petrobras <<or>> Petrobras or to the contracting party.

6.3.3 The proponent is responsible for the acts performed in breach of the provisions of this item 6 - Compliance, for itself and ...

[Operation Guide]: When the contractor is a legal entity.

[... for the members of the Group of the proponent.]

[Operation Guide]: When the participation of a consortium is allowed.

[... for the members of the Group of the proponent and the Group members of each of the companies that constitute the consortium .]

6.4 The proponent declares and warrants that:

6.4.1 The proponent and its Affiliates (i) are not subject to, do not belong to, and are not controlled by a person or entity subject to any list of Sanctions; (ii) are not located, have not been constituted and are not resident in countries subject to Sanctions; and (iii) in the activities related to this contracting process, they have no commercial affiliation or business with, or investments in, any country or person subject to Sanctions.

6.4.1.1 If the proponent and its Affiliates are in any of the situations described in item 6.4.1 above, the proponent declares and warrants that the situation (s) does not affect the proponent's participation in this hiring process and in the contract celebration.

6.4.1.2 In the event described in item 6.4.1.1 above, the proponent must attach to this declaration a description of the existing Sanctions, together with the grounds for the conclusion that they do not affect the proponent's participation in this hiring process and in the contract celebration.

6.4.1.3 Petrobras will analyze the information presented by the proponent in compliance with item 6.4.1.2 above. Upon a reasoned decision by contracting party, the proponent may be excluded from the contracting process if it is identified that his participation would make the contracting party or its Affiliates exposed to the risk of non-compliance with Sanctions applicable to Petrobras by virtue of legal or contractual rules.

6.4.2 For the purposes of this Declaration:

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6.4.2.1 "Affiliates" means, in relation to the proponent, its subsidiaries, parent companies and, if involved in the transactions object of this contracting process, companies under common control.

6.4.2.2 "Sanctions" means, in addition to the sanctioning resolutions of the United Nations Security Council, of mandatory observance under Law No. 13,810 / 2019, the laws, regulations, prohibitions, orders and restrictive measures implemented by the United States of America, European Union and United Kingdom, including their institutions and government agencies, which establish economic sanctions or import or export controls aimed at prohibiting or restricting business with individuals, entities, governments, countries or territories.

7 Final provisions

This statement is governed by the Brazilian law, and the Courts of the Judicial District of the State to identify the state of the country where the contract process is being performed are chosen to settle any disputes.

This declaration is signed by a legal representative duly authorized to oblige the [proponent's name] according with its constitutive acts <or> the [proponent's name] according with its constitutive acts and the Consortium according with the Constitution Commitment, being aware of the content and extent of this declaration and has full powers and information to sign it.

Inform location and date

COMPANY NAME OR CONSORTIUM

Signature of Legal Representative

Inform the name and function of the legal representative

Acknowledged:

PETRÓLEO BRASILEIRO S.A. – PETROBRAS <<or>> [CONTRACTING PARTY]

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[Operation Guide]: Addendum not applicable to the proposal request or Direct Contracting for Partnerships - SEP Single List.

ADDENDUM 0**REQUIREMENTS FOR QUALIFICATION****1 REQUIREMENTS**

The documentation necessary for qualification will be assessed based on the following requirements, observing the provisions of item(s) 1.5, 1.6 and 1.7 of this Addendum:

[Operation Guide]: Choose the Requirements below as defined for this proponent.

Requirements of the Legal Criteria of Registration;

Requirements of the Economic Criteria of Registration;

Requirements of the Technical Criteria of the Registration for the families of hiring (if any).

All requirements of the Registration criteria must be obtained from the CEP, available on the Electronic Portal.

1.1 Statutory Requirements (Legal Framework)**1.1.1 Documentation required for domestic companies:**

- a) Certificate of the State Commercial Registry or Civil Registry of Legal Entities (RCPJ) or Civil Registry of Natural Persons (RCPN);
- b) Memorandum of Association according to the Type of Company;
- c) Registration in the National Register of Legal Entities (CNPJ).

[Operation Guide]: If the participation of a foreign supplier is not allowed, the provision of the requirement "1.1.2" below must be removed.

1.1.2 Documentation required for foreign companies:

- a) Proof of being legally convened in the country of origin;

[Operation Guide]: If items b) and c) are not applicable, they shall be removed, according to Standard PE-1PBR-00477 Define Qualification Requirements - Law 13.303/16:

The item "b)" is applicable for provision of services in Brazil. As an example, it is not applied for contracting services that will be carried out abroad.

- b) Ordinance authorizing the operation issued by the Federal Government; (only for service providers)

The item "c)" below is applicable for the purchase of goods, when carried out through Brazilian legal representatives. As an example, it is not applied for contracting goods by foreign suppliers with delivery abroad and neither for service providers

- c) Letter presenting the Legal Representative in Brazil; (only for companies that have this legal relationship);

See **Annex 1** for more information on the required supporting documentation.

[Operation Guide]: The item "1.2" must be applied in situations where the requirements defined based on the Economic and Financial Qualification Matrix are required, according to the standard PE-1PBR-00477 - Define Qualification Requirements - Law 13.303 / 16. It should be noted that the standard brings situations that may change the requirements obtained in the Matrix, mainly due to the Hiring Risk.

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1.2 Financial Standing Requirements (Economic Criteria)

The criteria set forth in the table below must be met. The methodology for calculating the accounting indicators as well as supporting documents are established in **Annex 2**:

[Operation Guide]: *The table below must be completed taking into account the hiring criteria obtained from the Economic and Financial Qualification Matrix. For contracts with more than one item, it is recommended to use the most restrictive criteria.*

Net Worth	Current Liquidity (LC)	Leveraging
Greater than or equal to 10% of the contract amount	Greater than or equal to 1.0	Greater than or equal to 70%

NOTE: Companies that do not comply with the accounting indicators mentioned above may submit a Parent Company Guarantee (PCG), according to the model available in Annex 2, along with the financial statements of the guarantor company, belonging to the same economic group of the guaranteed company, which must meet the accounting indicators, in addition to the submission of documents substantiating the relationship between both companies (guarantor and proponent).

NOTE: The following information should be considered at PCG if the proponent chooses to use it: (i) Contract Object; (ii) Opportunity number; (iii) Beneficiary Representative; (Operation Guide: Full name of the manager who will sign the contract.); (iv) Percentage of late payment fines; (Operation Guide: According to the CONTRACTUAL PENALTIES clause of the contract drafts. If it's not specified, the value of 10% should be used.); (v) Dispute Resolution clause; (Operation Guide: Include the same wording as the contract draft dispute resolution clause.)

[Operation Guide]: *Use the following note when Cooperatives are allowed to participate.*

Note: In the case of a proponent in the form of a Cooperative, the "Equity" indicator will be calculated based on the proportion of the number of shares of the members who will participate in the contract in the total number of members.

1.3 Technical Qualification

[Operation Guide]: *Use item 1.3.1 below for items referring to Yellow Pages families (NRQT - Simplified Registration). For these cases, where the technical requirement is self-declaratory (with no the need for documentary evidence), the technical criterion must be marked in the Opportunity at Petronect for the proponent to select in the questionnaire the items compatible with his supply line.*

[Operation Guide]: *Item not applicable to SEP*

1.3.1 Items with no documentary evidence

For items [Reference items associated with NRQT families], the proponent must select from the list of details available in the system, at the time of qualification, those compatible with its supply line. In this case, no documentary evidence is required.

[Operation Guide]: *Use item 1.3.2 below for items referring to Operational, Critical or Strategic families (RQT - Corporate Registration), considering that:*

For Families of Goods, the Technical criterion-SMS is not applicable;

For Families of Service whose Technical criteria -SMS are not included in the CEP, it must be considered as not applicable;

For Families of Service, do not use the item 1.3.3 below.

1.3.2 Items with documentary evidence

Observe in the table below the requirements applicable to each opportunity item whose technical qualification requires documentary evidence.

[Operation Guide]: *The following data must be filled in with the relationship between the proponent's items and the respective families, in addition to referring to the document containing the technical requirements obtained from each family's CEP. Be sure to fill it out, since without this correlation between items and families, the qualification phase may be compromised.*

[Operation Guide]: *In accordance with definitions of standard PE-1PBR-00477, even if there is a prediction of the Technical criterion-SMS in the family selected for the opportunity, the evaluation of the criterion is not applicable if the services to be contracted meet any of the circumstances highlighted below or there is no provision of SMS Contract Annex for contracting (the one defined with the support of SMS/ECE/SEG)*:*

- *Strictly administrative services;*
- *Laboratory services with SMS criticality equivalent to strictly administrative services;*
- *Services compatible with Category 1 families of the Technical criterion-SMS and which are equivalent to administrative services with regard to the criticality of SMS (to consult the categories access the following address: www.petronect.com.br> Registration at Petrobras> Process Steps> Evaluation Questionnaires on the Suppliers Portal);*
- *Circumstances in which the exemption from the SMS Attachment is applicable according to standard PP-1PBR-00230 - Manage aspects of SMS in Service Contracts;*

**For these cases it must be made clear that it is not applicable (N/A) in the last column of the table below and the CEP of the Technical criterion-SMS must not be disclosed in the notice.*

Opportunity Items	Family	Reference	
		Technical Criterion	Technical Criterion-SMS
001 to 010	xxxxxxxx	Annex 3 a	Annex 3_b or N/A
011 to 015	xxxxxxxx	ANNEX 4_a	Annex 4_b or N/A

[Operational Guide]: *Use the Item below only when selected that the family requires specific detailing.*

1.3.2.1 Supply tradition

The requirement of tradition of supply, item 3 of the [Referencing the amended Annexes with the definition of details], must be evidenced according to specific characteristics defined for this hiring process.

[Operation Guide]: *If any technical details of the family are selected for any item of the opportunity, it must be specified in item "3. TRADITION OF DETAILED SUPPLIES" of CEP of the technical criterion linked to the item to be hired.*

IMPORTANT: *The use of families' details makes it possible to hire suppliers from niche markets compatible with the object of the contract.*

- (i) *The detailed characteristics of the family(ies) can be identified through the following path: (log in to Petronect> Panel> Selection Panel> New> Enter the*

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Family number in the family selection field> click add> (if details in the family, click on Include in the search result).

(ii) APPLICATION EXAMPLE: Family 99006048 - Building installation services

The search through the Selection Panel allows the identification of the detailing characteristics of the 99006048 family, which are highlighted below:

- Electric Installations;*
- Hydraulic and Sanitary;*
- Firefighting systems.*

Then, the selected characteristics must be specified in item 3 of the CEP of the technical criterion to be disclosed in the notice:

"3. TRADITION OF DETAILED SUPPLIES

The supplier must provide evidence of at least one (1) service for each selected value of the characteristic(s) below:

- Type of installation/maintenance: ELECTRICAL AND/OR HYDRAULIC AND SANITARY AND/OR FIREFIGHTING SYSTEMS*

Note: The supporting documents must explain the values chosen for the characteristic(s).

In case of doubts, it is recommended to open a SST for guidance through the following path: (portalsst.petrobras.com.br> Manage Order> SBS> SBS> Manage Suppliers of Goods and Services> 2. Manage Supplier Qualification> 6. Guide internal user on the qualification process).

[Operation Guide]: Use the following note when the participation of Cooperatives is allowed.

Note: In the case of a proponent in the form of a Cooperative, the requirement of "tradition of supply" must be evidenced by at least one of the members who will execute the object of the hiring process.

[Operational Guide]: Item 1.3.3 is applicable to Bidding or SEP in the case of processes with supply of goods and some item is RQT- Corporate Register and in the Auction Process with supply of goods. In the case of Services with provision of goods, this item is only applicable when for this good is also required qualification process.

1.3.3 Supply requirements by Resale/Distribution

[Operational Guide]: The 2nd option applicable to SEP and the 1st option to other processes.

The proponent who participates in the opportunity as a reseller or distributor must indicate, at the time of filling the proposal in the system, the data of the manufacturer/plant (Country of origin and Country Registration Number or CNPJ), for each item manufactured by the third parties. <<or>> The proponent who participates in the opportunity as a reseller or distributor must insert, in the "Header" tab, in the "Notes and Attachments" field of the Opportunity, a document containing the data of the manufacturer / plant (Country of origin and Registration Number in the Country) or CNPJ, for each item manufactured by third parties.

[Operational Guide]: The text below is applicable to Bidding or SEP not applicable to Auction.

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If the manufacturer indicated in the proposal is not approved in the technical requirements of the item in his registration, the reseller/distributor must present the manufacturer's documentation for the purpose of proving compliance with the technical requirements of qualification. If there is no registration of the manufacturer in the Petrobras Registry, detailed data must be filled in to identify the manufacturer/plant (Corporate Name, State, City, Address, Zip Code, e-mail address, Telephone contact).

[Operation Guide]: *If it is necessary to include additional requirements, prior validation with the SBS / ECGF / GBF / HAB is recommended, according to PE-1PBR-00477 - Define Qualification Requirements - Law 13.303/16. This validation is waived for the requirements contained in the items 1.4.2.1 and 1.4.2.2 this draft.*

1.4 Additional requirements

[Operation Guide]: *Use the item below, replacing item "1.2" above, if the required are different from the requirements defined based on the Economic and Financial Qualification Matrix. The definition of these requirements must be subject to prior consultation at RISKS/RF/RCR.*

1.4.1 Additional Requirements for Economic Criterion

[Operation Guide]: *Detail additional requirements (or reference Annex), providing demands of defined requirements and supporting documentation - There is no standardized annex to detail the additional requirement in CEP.*

1.4.2 Additional Requirements to the Technical Criterion

[Operation Guide]: *Use item "1.4.2.1" to follow when regarding processes for contracting services that require Technical Responsibility Note (ART). Reference the competent class body and, if possible, the legislation applicable to the object of the contract.*

1.4.2.1 Class body certificate (CREA/CRQ/OTHER):

The Proponent must prove the Certificate of **Competent class body** attesting to be regularly registered, being able to perform the activities object of this contract, under the terms of **Applicable legislation**.

[Operation Guide]: *Use item "1.4.2.2" below when choosing, in preparing the contract, to use performance as a qualification criterion.*

1.4.2.2 **Supplier Performance Index – IDF <<or>> Supplier Performance Concept**

[Operation Guide]: *The minimum performance for hiring must be indicated, as well as the evaluation aspects of the IDF to be considered, and the minimum performance of the supplier in the family and/or global of the supplier may be required.*

It will be consider approved in the **Supplier Performance Index – IDF <<or>> Supplier Performance Concept** requirement the proponent who has a score greater than or equal to **X**. **<<or>>** stars. For evaluation purposes, it will be considered the **Supplier Performance Index (IDF) <<or>> Supplier Performance Concept** score consulted during the qualification phase. **<<or>>** as follows:

Guia de Uso: *As alíneas "a" e "b" são aplicáveis nos processos com avaliação pela sistemática de IDF.*

- a) The IDF will be assessed under the aspect(s) **Deadline, Quality, SMS, Management;**
- b) The proponent's global IDF will be assessed.

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Guia de Uso: A 1ª parte escura nos processos avaliados pelo IDF, a 2ª parte escura nos processos avaliados pelo Conceito de desempenho de fornecedor.

It will be considered approved in this requirement the proponent who cumulatively meets the minimum performance established in each paragraphs a) and b) of the item above, who does not have the evaluated IDF or that has less than six evaluations <<or>> meets the minimum performance established or who doesn't have an evaluated Supplier Performance Concept.

[Operation Guide]: Use item "1.4.2.3" below when other additional requirements have been defined in the preparation of the contract based on the specificity of the contract.

1.4.2.3 Other requirements additional to the technical criterion specific to contracting

[Operation Guide]: Detail additional requirements (or reference Annex), providing for requirements of defined requirements and supporting documentation - There is no standardized annex to detail the additional requirement in CEP.

[Operation Guide]: Use item 1.5 and its paragraphs when the participation of companies under the consortium regime is allowed.

1.5 All qualification requirements must be proven by all participants in the consortium, otherwise the Consortium will be disqualified, with the exception of:

[Operation Guide]: Use the points suggested below, if they are compatible with the qualification requirements defined for this contract.

- a) To prove the technical qualification, the sum of the experiences of each Consortium Member will be admitted;
- b) At least one of the consortium companies must prove compliance with the Technical Criteria - SMS for the Registry of the service(s) object of the contracting;
- c) For proof of economic and financial capacity, each Consortium Member shall present the Financial Statements. To assess the capacity of the Consortium, the Net Worth of each Consortium Member will be added, while the ratios (Current Liquidity and Leverage) must be met individually by each Consortium Member.

1.6 The documents required for qualification purposes may be totally or partially replaced by a Certificate of Registration (CRC) valid for the set associated with the items in the bid.

Note: Proof of compliance with the technical qualification requirements of some families is provided by documents with expiration dates, e.g.: certificates, operating licenses, authorizations from control bodies, etc. These documents, regardless of the Proponents' Registration Status in their families, in other words, whether or not they have a CRC, must be re-submitted in all contracting processes, within the Tec-Hab Criterion. For proponents already on the Petrobras' Supplier Registry who have valid documentation available at the family's Annex Library, there is no need to resubmit the documents.

[Operation Guide]: Item not applicable to SEP or Proposal Request

1.7 The proponent who, with no prejudice to the result of the evaluation of the parameters above:

- a) Declares itself as a micro or small enterprise and do not prove its qualification;
- b) Presents qualification documents with irremediable defects;

[Operation Guide]: the option below is applicable to bidding and auction processes when defined in hiring preparing process.

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- c) Is prohibited from taking part in Bidding of similar scope, due to public notice measure provisioned in art. 207 of RLCP.

[Operation Guide]: The item below is applicable to international processes with supply of goods

ADDENDUM K

PETROBRAS GENERAL SHIPPING INSTRUCTIONS

I. BRAZILIAN CUSTOMS REQUIREMENTS AND OTHERS

All suppliers must meet the following requirements from the Brazilian authorities and PETROBRAS:

Commercial Invoice (CI)

In order to accomplish the Brazilian law related to customs requirement, the commercial invoice must contain the following information:

- Invoice Number
- Invoice issue date
- Supplier/Exporter's name and complete address
- Customer/Consignee/Importer's name and complete address – *[see this information on the PETROBRAS' purchase order]*
- Supplier address in each item
- PETROBRAS' Purchase Order number – *[see this information on the PETROBRAS' purchase order]*
- Invoice page number – *e.g. 1 of 2, 2 of 2.*
- International Commercial Term (INCOTERMS)
- Quantity for each type of item, part number (if applicable) for each item, serial number for each item (if applicable), complete description for each item, net weight for each item, unit price for each item, total price for each item
- International freight amount
- Others charges (if applicable) – *e.g. inland freight value in Brazil;*
- Currency of transaction
- Total amount of the invoice
- Country of origin – *the country where the goods were manufactured/produced;*
- Country of Purchase – *the country where each item was purchased;*
- Country of Provenance – *the country where the goods were at the time of their acquisition*
- Payment Terms
- Quantity of each package type – *e.g. 1 wooden box and 1 carton box*
- Total gross weight
- Marks and destination
- BANK ACCOUNT NUMBER FOR INVOICE PAYMENT (Bank details for payment on the invoice)

Bank data:

- Bank Name: XXXXXXXXXXX.
- Account Number: XXXXX
- Routing: XXXXXXXX
- Swift Code: XXXXXXXX
- IBAN: XXXXX
- Address Bank: XXXXXXXXXXX

Notes:

- All Invoices must be original, issued in English and signed;

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- All items described in a commercial invoice must be the same items described in the request for quotation which were previously accepted by PETROBRAS;
- the following text must be printed on all invoices that has no payment involved (No Charge Transaction): "Value for customs purpose only";
- In case of supplying parts kit, each part must be identified in the Commercial, Invoice once the contracting may be fined by Brazilian customs if commercial, invoice from yours use generic terms as "spare parts kit", in example.

Packing List (PL)

In order to accomplish the Brazilian law related to customs requirement, the Packing List (PL) must contain the following information:

- Packing List Number
- Packing List issue date
- Supplier/Exporter's name and complete address
- Customer/Consignee/Importer's name and complete address – [see this information on the PETROBRAS' purchase order]
- PETROBRAS' Purchase Order number – [see this information on the PETROBRAS' purchase order]
- Related Commercial Invoice number
- Invoice page number – e.g. 1 of 2, 2 of 2.
- Marks and destination
- Number and type of each package – e.g. 1 of 2 – carton box, 2 of 2 – wooden box.
- Dimensions of each package (meters) – length x width x high
- Net weight of each package
- Gross weight of each package
- Quantity of the commercial invoice item inside of each package

Notes:

- The Packing List (PL) must be original, issued in English and signed;
- The Packing List (PL) must be attached and protected on the outside of the packaging

Packaging

The packaging must guarantee the physical integrity of the items supplied and the people involved in their handling.

In case of using wood in the packaging, it must be made entirely of processed wood (e.g. plywood) or treated wood, since Brazil adopted ISPM 15 in its exports and imports. The treatment could be for each individual piece or the completed packaging and the method of treatment could be via heat treatment either (HT) or fumigation. It requires treated packaging has to carry a special mark and a certificate must be issued to certify it as such.

The packages must always be identified as following information:

- Supplier/Exporter's name and complete address
- Customer/Consignee/Importer's name and complete address – [see this information on the PETROBRAS' purchase order]
- PETROBRAS' Purchase Order number – [see this information on the PETROBRAS' purchase order]
- Related Commercial Invoice number

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- Gross package weight
- International Packing Symbols
- Package number – e.g. 1 of 2, 2 of 2.

Import License

Import of goods to Brazil begins long before they are shipped from abroad. As part of the country's national border control policy, some goods are subject to Import Licensing. It is an analysis and authorization from a specific federal agency in order to give validity to the import of a certain merchandise and, in many cases, it must occur before shipping abroad.

The Import License is an electronic document registered by the importer in SISCOMEX, which contains information about the goods to be imported and the import operation in general, such as importer, exporter, country of origin, origin and acquisition, tax regime, exchange coverage, among others.

Regarding the information about the goods to be imported, PETROBRAS will access the administrative treatment of goods importation in SISCOMEX, a system created by the federal government, and so check if there is a need to comply with legal or regulatory formalities required in the import which, in turn, will always be carried out by the federal government in the licensing phase, which is prior to the beginning of the customs clearance.

However, in many cases, the granting of the respective Import License is a prerequisite for authorization for boarding abroad and when this is not respected, fines may be imposed by the customs authorities for non-compliance with the legal norm. Therefore, PETROBRAS must be contacted before the shipment of the goods abroad to verify if the goods must be submitted to prior authorization of the federal government to be imported.

Shipments by Petrobras

In case Petrobras is responsible for transportation goods and equipment's from any country to Brazil, we will use our shipment contract with a cargo agent. However, this contract has some restrictions to know:

- 1) Air Shipments: for packages larger than 3.17 meters x 2.33 meters x 1.60 meters (length x width x height), Petrobras should be consulted in advance to verify whether will be allowed to use cargo aircraft or whether it will necessary to contract a specific service.
- 2) Maritime Shipments: for packages larger than a 40' container (12.00 meters length x 2.35 meters width x 2.38 meters height) or weight over 25 tons, it must be used a special container (Open Top) , High Cube, or Flat Rack).In this case Petrobras should be consulted to verify if it will be necessary to contract a specific service.
- 3) For all types of shipments:

Origins foreseen in the scope of the Contract:

- a. Africa: South Africa
- b. North America: United States and Canada
- c. South America: Argentina, Chile
- d. Asia: Japan, China, South Korea, Dubai (USA), Hong Kong
- e. Europe: Western Europe, Eastern Europe, Scandinavia, United Kingdom.