

TERMO DE REFERÊNCIA 25.2024 - BRIEFING WINES OF BRAZIL STAND FOR ORGANIZATION AND RECEPTION SERVICES AT PROWEIN DUSSELDORF 2024

The Wines of Brazil project has as its main objective to promote Brazilian wines in the foreign market, especially in international fairs. From the 10th to the 12nd of March 2024, Wines of Brazil will participate in the main world wine fair and therefore, it requests a quotation for the organization and reception services, which must include the items below, following the requested demands.

This hiring is justified by virtue of Agreement, signed by and between ApexBrasil and CONSEVITIS-RS.

Briefing

The contracted company must assist the Wines of Brazil team for 4 days – from March 09th to 12nd. The team must be available in loco from 08 am to 7 pm. On the 09th, the team will be responsible for helping to organize the event, providing services such as receiving promotional materials, organizing and storing the wines in the refrigerators, checking the stand setup and assisting any winery that may eventually need help.

The team must consist of at least 5 people:

- two bilingual Portuguese-English female receptionists who will assist us from March 10th to 12nd with welcoming guests, serve and prepare the catering, reading badges and any other service of this kind;
- another receptionist from March 09th to 12nd who will work for more with manual work, such as changing and cleaning glasses, searching for merchandise and replacing ice for the champagne bottles, etc.;
- 1 kitchen maid from March 09th to 12nd responsible for the specific part of the warehouse that has a mini kitchen;
- 1 general coordinator from March 09th to 12nd who will be responsible for coordinate all team – **this person must be all the fair time into Wines of Brazil stand because she/he will be the one to be in touch with Wines of Brazil team.**

The budget must include the following catering for the days of the fair:

- 30 sandwiches as a main meal delivered on site at the stand. Those meal will serve as lunch exclusively for the Brazilian wineries/team.
- Cube cheeses and fresh bread for all exhibitors all day long;
- 30 snacks separated into packs for an end-of-day snack, with at least 1 bag of mixed nuts, 1 chocolate and 1 juice; this package will serve as snack during the afternoon exclusively for the Brazilian wineries/team.

- Water in a jug for the exhibitors, and 50 bottles of water of 500 ml per day;
- Coffee machine Nespresso (minimum of 70 capsules per day) with disposable mixers and cups, sugar, sweetener, milk, and two flavors of tea;
- The team will be responsible for storing and caring for food;
- All kitchen maintenance, including cloths, cleaning products, alcohol gel, gloves, and sprays must be included in this budget; material for daily cleaning of counters;
- It will not be necessary to include cleaning at the stand as this service is already included in the manufacturer's service for the 3 days. However, the team might be available to make general cleaning if necessary. As it is a wine fair, the team will need check with the counters need cleaning during the day;
- 10 bottles of hand sanitizer;
- Garbage bags;
- general cleaning products and equipment (bucket, broom, etc.)

The team will be responsible, together with the Wines of Brazil team, to be attentive and collect contacts of potential buyers of Brazilian wine so that these contacts can be shared with the wineries. As we have limited tram, they might help to cover the wineries in some moments.

The supplier will be responsible for hiring photography and video services for the Wines of Brazil stand at the Prowein Dusseldorf fair. The supplier should consider:

- One day work on 11th March, Monday, from 9am to 6pm to take photos and make official videos of the event that will be used to publicize the project on social media;
- The service on March 11th is booked by Wines of Brazil, following exclusively the Wines of Brazil briefing;
- A set of five photos selected by Wines of Brazil must be delivered on the same day, the other photos will be delivered by March 12th, and the videos by March 18th.

Financial Proposal

The quotation must be primarily in dollar or euro. The payment will be made 50% before the fair (February or March) and 50% after the fair (March or April).

The invoice/bill issued by the contractor company must contain a detailed description of the services provided, in accordance with the purpose of the agreement.

Service Assessment

CONSEVITIS-RS will have the right to thoroughly inspect the provision of services covered by this instrument, even through its representatives:

- a) Carry out, correct, or redo faulty services;
- b) Control the conditions for the provision of services, agreeing with the CONTRACTOR any changes following execution that are deemed convenient or necessary, and control such conditions in order to require the latter, in the event of delay in services;

- c) The contractor company must maintain absolute secrecy and confidentiality regarding any information, data, processes, formulas, codes, records, flowcharts, logical diagrams, devices, models or other materials owned by CONSEVITIS-RS to which it has access as a result of the provision of the services;
- d) Be liable for damages resulting from the execution of this agreement caused by its employees, agents or contractors, to CONSEVITIS-RS, as well as third parties, as a result of contractual or extra-contractual, subjective or objective liability, without prejudice to the assumption of responsibility for any legal action initiated by third parties, including, but not limited to, labor actions due to facts arising from the execution of the agreement.

Documents and Formalization of the Agreement

- a) Its articles of incorporation;
- b) Unique Taxpayer Reference;
- c) Document proving who its legal representative is;
- d) Statement attesting that the company does not have, in its corporate structure and/or management, a spouse, partner or direct or collateral relative, by blood or affinity, up to the third degree, with managers or employees of the CONSEVITIS-RS and the entities that make up the institute, regardless of their employment relationship;

Financial and technical proposals must be sent to the e-mail rafael@winesofbrazil.com.br and guilherme@winesofbrazil.com.br by **6:00 pm on the day 19/01/2024**. Further information can be obtained via email: rafael@winesofbrazil.com.br