

## TERMO DE REFERÊNCIA 26.2024 - BRIEFING WINES OF BRAZIL - ORGANIZATION SERVICES FOR TECHNICAL MISSION

The Wines of Brazil project has as its main objective to promote Brazilian wines in the foreign market, especially in international fairs. During 13 and 14 of March 2024, Wines of Brazil will make a technical mission in Germany, right after the international fair ProWein Dusseldorf 2024.

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

### **Briefing**

The contracted company must assist and accompany the Wines of Brazil team for 2 days – March 13 and 14.

Below you can find what it's required and the responsibilities for the company selected:

1. The company must assist the Wines of Brazil team throughout the execution of the mission, monitoring and providing what is requested in its entirety for the best performance of the activity.
2. The company must be responsible for the mission itinerary in German territory, suggesting regions to visit during 2 days trip, focusing in a region with Riesling producing focus.
3. The responsible might travel with us during all days to coordinate all trip.
4. During the trip we might visit at least two wineries and 2 PDV's, such as stores, supermarkets or restaurants with the aim of understanding the positioning of wines in the German and European market as a whole. Must also prospect lectures within this topic.
5. The budget must include catering on all days, including a lunch meal, transportation of representatives in a van.
6. Hotel reservations to accommodate the representatives from 13-14 March must be set up by the company – however, the payment will be made directly by the wineries and the project. For that, the company must provide at least 3 price quotes for hotels nearby the wineries.
7. 10-15 people from Wines of Brasil will attend the trip.
8. The company must also prospect 15 guests for a Masterclass Wines of Brazil that will be presented on March 11 during Prowein Dusseldorf. They must guarantee those people will be present on the class. The guest should be people from trade, such as importers, distributors and journalists.

### **Financial Proposal**

The quotation must be primarily in dollar or euro. The payment will be made 50% before the technical mission (February or March) and 50% after (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](mailto:rafael@winesofbrazil.com.br) and [guilherme@winesofbrazil.com.br](mailto: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](mailto:rafael@winesofbrazil.com.br)