

REFERENCE INSTRUMENT Nº 44/2024 - INTERPRETATION SERVICES AT PROWINE SHANGHAI 2024

The Instituto de Gestão, Planejamento e Desenvolvimento da Vitivinicultura do Estado do Rio Grande do Sul – CONSEVITIS-RS, headquartered at Alameda Fenavinho, No. 481, Block 2, suite 301, city of Bento Gonçalves, RS, CEP 95703- 364, Tax ID 44.563.912/0001-47, aims to hire a company to provide construction and dismantling of stands.

1. JUSTIFICATION

This hiring is justified by virtue of Agreement No. 13-2/2024, signed by and between ApexBrasil and CONSEVITIS-RS, aims the contracting of a company responsible for Portuguese / Chinese interpretation services at Wines of Brazil stand during the three days of ProWine Shanghai 2024, from 12 - 14 / november/2024, which must include the following items:

2. PURPOSE OF PROVISION OF SERVICES

- A. The contractor must provide 02 (two) professionals for simultaneous interpretation from Portuguese to Chinese for the brazilian wineries and the Wines of Brazil representative that will be exhibiting at Wines of Brazil stand during the Fair;
- B. The contractor's main service will be to assist in the reception of Chinese buyers/importers at the Wines of Brazil stand. The translator will be called upon according to the needs of each winery during the fair and will need to translate information about the wineries, international negotiations, pricing, among others, in real time.
- C. The professional must be fluent in both languages and have experience in interpretation services, having skills in the source language and the target language alike;

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D. Transportation, parking, accommodation and meals must be included in the service price and will be the responsibility of the contractor.

There will be 08 wineries at the brazilian stand and half of them would require the services whenever a chinese speaker meets them.

3. ABOUT THE FAIR

- Wines of Brazil stand will be located at: Hall W4 E30.
- [Stand location](#)

Fairgrounds:

- ProWine Shanghai will take place at Shanghai New International Expo Center (SNIEC), from 12 - 14 / november/2024
- Address: China, Shanghai, Pudong, 龙阳路2345号 邮政编码: 201204

Opening times:

- 12/11/2024: 10 am - 6 pm
- 13/11/2024: 10 am - 6 pm
- 14/11/2024: 10 am - 4 pm

4. FORM AND DEADLINE FOR RECEIVING FINANCIAL PROPOSAL

The financial proposal must be sent to the following email addresses rafael@winesofbrazil.com.br and rodolfo@winesofbrazil.com.br until **October 25th of 2024 at 06:00 (Brazilian time)**.

Further information can be requested via email: rafael@winesofbrazil.com.br

5. SELECTION CRITERIA

The financial proposal that presents the lowest total global value will be the winner.

Suppliers shall not be accepted in the following cases:

- a) The company is in default with CONSEVITIS-RS or the company and/or its partners do not have good fiscal and legal standing at the time of qualification, hiring and/or during the course of the agreement.
- b) Companies suggested by full-time CONSEVITIS-RS employees, as well as their relatives up to the third degree.
- c) Companies that have as partners politically exposed people, people in disputes with the Public Administration (Federal, State and/or Municipal) or involved in facts related to crimes against the financial order, public administration or the environment, crimes related to work conditions, embezzlement, corruption and any other facts classified as crimes that may discredit them.

6. DOCUMENTS AND FORMALIZATION OF THE AGREEMENT

Under penalty of immediate disqualification, the winning company must, within 05 (five) days after the confirmation e-mail is sent by CONSEVITIS-RS, submit the documents below:

- a) At least 02 (two) certificates of technical capacity, issued in the name of the bidder by a legal entity governed by public or private law existing for more than 6 (six) months, attesting that the company has performed similar services and is capable of performing activities that are pertinent to and compatible with the purpose of this Reference Instrument.
- b) Its articles of incorporation;
- c) Unique Taxpayer Reference;
- d) Document proving who its legal representative is.
- e) 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.

7. PAYMENT METHOD

According to Apex-Brasil's practice and regulation for contracts, the payment of expenses shall be made 50-50.



The first 50% on the first day of the Fair (November 12th) and the final 50% will be paid after the Fair is over and the job is complete.

Payments will be made by issuing an Invoice, completed in accordance with the guidelines of the CONSEVITIS-RS team. Payments won't be made in the absence of any of these documents.

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 and the details of the agreement to be obtained from CONSEVITIS-RS.

The Invoice must present the following information: "Intérpretes – Prowine Shanghai 2024 | CONVÊNIO APEX-BRASIL / CONSEVITISRS CV N° 13-2/2024 PS CONSEVITIS-RS 2023-2025".

Bento Gonçalves/RS, October 16th of 2024.

Instituto de Gestão, Planejamento e Desenvolvimento da Vitivinicultura do Estado do Rio Grande do Sul (CONSEVITIS-RS)
Luciano Rebelatto
President

Alameda Fenavinho, 481 – Bento Gonçalves – RS – CEP: 95.703-364



www.consevitis-rs.com.br



@consevitisrs



contato@consevitis-rs.com.br



54 99982.6730