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| &  **Premium residence** |
| **REQUEST FOR PROPOSAL** |
| Test Equipment (Georgia Project) |
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|  |
| **Date 3 JULY 2018** |

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***The information contained in this document is property of APPLUS/ PTI Company. The Participating Companies may only utilise it to prepare the offers they will submit through this Request for Proposal. APPLUS/ PTI Company understands the importance of the information provided by the Participating Companies, and therefore will treat all of the proposals these companies prepare as confidential.***

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# Objective of the Bidding Process

The objective of this Request for Proposal is to select a Test Equipment supplier for the Premium Residence Company “PTI COMPANY” is partner of APPLUS Group in the country of Georgia for the next ten years.

# Decription of the bidding process

## General Description and Schedule

The objective of this Request for Proposal (RFP) is to obtain preliminary bids on the Core List of products. The process, as well as the key dates, for selecting the provider that will supply the listed products shall be as follows:

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| **ACTIVITY** | **PROJECTED DATE** |
| Request for Proposal sent to providers | 07/07/2018 |
| Confirmation of participation | 09/07/2018 |
| Deadline for receipt of provider inquiries | 13/07/2018 |
| Responses sent to provider inquiries | 14/07/2018 |
| Deadline for submission of proposals | 16/07/2018, 15:00 Georgian time |
| Proposal analysis and selection of providers | 20/07/2018 |
| Confirmation of award | 22/07/2018 |

## 

## Confirmation of Participation

All providers must confirm whether or not they will participate in this bidding process using the Participation Confirmation and Acceptance of Terms document attached to this RFP as **"Appendix I Acceptance of Participation."**

This document must be completed prior to deadline specified in 2.1.

It is equally important for the companies that do NOT plan on participating in the process to submit this form, indicating the reasons behind their decision not to participate, so that these may be taken into consideration in the future.

## Clarifications on the RFP and/or the Bidding Process

Any questions regarding the contents or scope of this RFP and/or the bidding process in general must be addressed exclusively to **PTI COMPANY / Applus Automotive**

The following procedure will be followed for receiving and answering inquiries:

• Providers shall send their inquiries via email to the following address:

Mr. Otar Chkheidze: [ochkheidze@aldagi.ge](mailto:ochkheidze@aldagi.ge)

Mr. Raúl Ramos: [raul.ramos@applus.com](mailto:raul.ramos@applus.com)

There will be one sole round of inquiries. The deadline for sending inquiries to APPLUS/ PTI Company shall be the date indicated on the schedule.

• APPLUS/ PTI Company shall answer all inquiries in writing, sending a communication via email to all of the providers on the date indicated on the schedule. The responses shall be sent to all of the providers that have been invited to bid, without indicating which providers have made the inquiries.

The providers should consider only that information which is received through these channels.

## Monetary Units

All the prices must be given in Euro.

## Submission of Preliminary Bids

Apart from the standard way used by the supplier (more detailed), bids must be also submitted by using the attached Excel file. All proposals must utilise the format and templates that are specified in this document. The use of any other format will disqualify the proposal.

The information contained in the provider's proposal must be true and precise. Otherwise, for purposes of this RFP, the proposal will be disqualified.

If in APPLUS's / PTI Company’s judgment, the information submitted by the providers does not conform to the functional, technical and contractual requirements as set forth in this document, APPLUS//PTI Company reserves the right to dismiss them from the process.

APPLUS/PTI Company reserves the right to carry out a second round of bidding if it is deemed appropriate.

In order to advance to the next round of bidding, a provider's offer must not exceed the median amount of the other bids by more than 20%.

This document is a Request for Proposal, which APPLUS/ PTI Company is extending to various providers; therefore, this document does not constitute the offer of a contract, nor may it be considered as such. Once the contract has been awarded, APPLUS's / PTI Company’s final acceptance of the proposal submitted by the chosen provider shall be subject to the signing of the contract.

APPLUS/ PTI Company will not be held liable for any costs incurred by the provider in the preparation of its response to this RFP or any subsequent activities, unless APPLUS/ PTI Company has previously agreed in writing to assume a portion of such costs, as properly itemised in the corresponding estimate.

Submission of a proposal on the part of the provider implies its tacit acceptance of the conditions established in this RFP.

Proposals must be sent to [tenders@premiumresidence.ge](mailto:tenders@premiumresidence.ge)

The deadline for receipt of proposals and additional information is that which is indicated on the schedule. Any proposals received after that date will be refused.

The providers participating in this bidding process must include the following additional information:

1. Business card
2. Relevant company figures
3. Prior experience
4. Listing of technical and human resources to be dedicated to the contracted service
5. Service implementation plan, up to full provision of the service
6. Training (if necessary)
7. Description of guarantees and maintenance during the whole concession “PTI Company” contract (10 years)
8. Signed copy of the Applus anti-corruption policy provided in the appendix II
9. Additional economical offers (e.g. bonus scheme)

## Instructions for Completing the Proposal Worksheet in Excel

Prices shall be expressed in Euro, without tax and including shipping, commissioning and training. The prices shall remain in effect with no fluctuations whatsoever for the first year of the contract.

Furthermore, the supplier should also give a quotation for a 10 years lease condition of his equipment and services, once he has the capabilities for such a quotation.

## Valid Term of the Proposal

All bids that are submitted shall remain valid for ninety (90) days from the date of receipt.

## Award

The entire purchase as detailed in this RFP shall be awarded to the provider submitting the best bid (taking into account economical, technical and delivery aspects), as long as the offer complies with all of the conditions set forth in this document.

For purposes of determining which bid is the most competitive, the product characteristics, the total cost and the service shall all be taken into account.

# Product and Service Specifications

## Description of the Required Product

The technical characteristics of the test equipment to be supplied is indicated in **"Appendix III Test Equipment requirements."**

In this Appendix is also indicated all the after sales service that will be guaranteed during the complete duration of the contract (10 years).

## Requested Volume

The volume of the Test Equipment included in this Request for Proposal is included in **"Appendix III Test Equipment requirements."**

## Penalties for Breach of Contract:

In the event of significant non-fulfilment of the service, PTI Company reserves the right to rescind its agreement with the provider.

## Key Performance Indicators (KPI's) and Service Level Agreements (SLA's)

All indicators (KPI's and SLA's) will be defined in the framework contract.

Proposed examples include:

* Orders with Delivery Delays (%)
* Deliveries of Defective Product (number, %)
* Deliveries without Incident (%)
* Delivery times (days)

## Delivery

All prices will be DDP (at final location in Georgia), including commissioning, training and other possible costs.

Delivery terms of all test equipment have to be included in the proposal. This delivery terms will include the delivery dates of the test equipment at final locations (stations) in Georgia.

In this project, short delivery dates will be very well punctuated. If the supplier is not able to supply all the test equipment in a very short period of time, a batch delivery could be also acceptable. The supplier will detail this batch delivery, indicating the different number of lanes that can be supplied in each batch and their delivery dates. The batch should be complete line to enable launch of separate PTI location.

The supplier can offer other possible delivery solutions in order to guarantee the success of the project.

As inspection centres will be built in a progressive way, if necessary, the supplier will be in charge of storing the test equipment in Georgia until installation dates. Installation period from beginning of August 2018 till mid November 2018 approximately.

The supplier will propose a solution to guarantee the delivery and installation of all the test equipment in the installation period.

## Guarantee

The supplier will indicate the guarantee offered for all the test equipment included in this Proposal.

If this guarantee can be extended, the supplier will also indicate the conditions of this extension and its price.

# Special Conditions

## Working Relationship: Provider

The winning Provider shall assume the following responsibilities:

* To ensure the supplying, commissioning and training of the test equipment.
* To supervise incident resolution, managing the required service levels.
* Include an after sales service during all the PTI Company contract with the Government of Georgia.

## Term of the Contract

Ten years from the date on which the contract is signed.

## Insurance

For the duration of the contract, the Provider must carry General Liability insurance guaranteeing coverage of the risks inherent in the performance of the services for which it has been contracted, and agrees to provide APPLUS/ PTI Company with a copy of such insurance, as well as any related addendums that may be issued subsequently.

Furthermore, the Provider shall be responsible for damages it causes in any of the offices or locations pertaining to this Contract, in accordance with the laws in effect in each country receiving the service.

## Training

The winning Company shall be responsible for ensuring that its personnel receive such training as is necessary for providing the service, as well as any specific training that may be necessary for performance of all the assigned duties.

## Performance Audits

APPLUS/ PTI Company reserves the right to perform supervisory procedures or audits on the provider at such time and place as it deems appropriate, without prior notice, in order to verify the provider's fulfilment of the agreements made in this RFP. The provider shall supply APPLUS / PTI Company with such data as is required in order to better carry out these supervisory procedures and/or audits.

## Contingency plans

The provider must develop contingency plans that will ensure service under exceptional conditions (for example: strikes, inclement weather, etc.) and inform APPLUS/ PTI Company of these.

## Payment method

All test equipment will be paid by Aldagi in the following conditions:

X% Upon signing the agreement with supplier

X% Upon delivery of the equipment in Georgia

X% Upon installation of all lines

# Annulment or Modification of the Process

APPLUS/ PTI Company reserves the right to suspend or cancel this bidding process at any time, or to make the decision not to award the contract if, in APPLUS's/ PTI Company’s judgment, the received proposals fail to cover the established requirements. Furthermore, throughout the process, APPLUS/ PTI Company may modify any condition envisaged in these guidelines if new or unexpected necessities arise, and APPLUS / PTI Company agrees to communicate any such modifications to the participants in a timely manner.

Under no circumstances does the submission of a proposal convey the right to a bidder that withdraws such proposal to demand any type of compensation or submit a claim for any costs it may have incurred in order to participate in this bidding process.

# General Conditions

## Confidentiality

The providers who have been invited to this RFP may not use information of any type (quantitative, technical, etc.) related to it without written permission. Such information may not be copied or disclosed to any third party or to any affiliate or company that is otherwise related to the provider without APPLUS's/ PTI Company’s prior written consent.

Likewise, all information contained in the provider's response shall be treated as confidential by APPLUS/ PTI Company’s.

Furthermore, in protection of the agreement that is reached, the provider shall guarantee the utmost confidentiality in its internal processes.

All responses received to this RFP, as well as any additional communications, documents, data, etc. in relation to it, shall be the exclusive property of APPLUS/ PTI Company.

## Business Ethics & Anti-corruption

The designated participant shall observe the highest standards of business ethics. Its policies and operational regulations must provide measures that ensure that its employees and representatives will not make, receive or offer any type of gift, favour or payment, including loans or any other type of consideration that could involve the client's employees or other related persons. Any incentives aimed at procuring the award of this or any other contract with APPLUS/ PTI Company may be grounds for dismissal of the participant.

## Workplace Safety

The winning bidder shall comply with the provisions of the Regulations of each Country on WORKPLACE SAFETY, in accordance with the most current legislation in effect.

# Appendices

"Appendix I Acceptance of Participation"

“Appendix II Qualification requirements”

"Appendix III Test Equipment requirements."

Excel. Prices summary.