

REQUEST FOR PROPOSAL

São Paulo, October 16th, 2019.

We have the honor to present the Brazilian Medical and Dental Devices Manufacturers Association (ABIMO), a non-governmental association without lucrative purposes, registered in CNPJ n° 43.035.690/0001-27, located at Av. Paulista, 1313, 8° floor –Room. 806, ZIPCODE: 01311-923 at São Paulo- SP, Brazil.

Founded in 1962, ABIMO is the entity responsible for the health devices' sector demands, essentially regarding regulatory and governmental issues. The Association supports its members with technical and normative services, among other benefits. It also promotes the sustainable growth of the sector in the national and international markets.

ABIMO (Brazilian Medical and Dental Devices Manufacturers Association) in partnership with Apex-Brazil (Brazilian Trade and Investment Promotion Agency) develops the Brazilian Health Devices Project. Its main goal is to promote the exports of items and equipment of the health industry by organizing Brazilian companies' participation in international trade shows, trade missions and other promotional actions.

In this regard, we, at this moment, inform that in compliance with the legal regulations within Apex-Brasil, which rules the agreements firmed between the parts and with the expected resources laid on the BHD Project, ABIMO will hire a fully experienced booth construction company.

ABIMO kindly invites your firm to submit a proposal concerning the services/goods detailed below.

The proposal must be submitted by electronic mail to caliandra.cunha@abimo.org.br, until November 4th, 2019. Any questions or inquiries have to be presented before the rendering of the proposal and will be answered in writing.

TERMS OF REFERENCE

1. TITLE

Assembly service to:

AEEDC Trade Show, from February 04th to 06th of 2020, in Dubai, UEA.

(<https://aeedc.com/>)

2. OBJECT

Through this request for proposal, ABIMO intends to select and hire a specialized company for AEEDC Trade Show in Dubai, for the needs of assembly, coordination, technical support and disassembly of the Brazilian stand at the Trade Fair.

3. SERVICE

SPACE AEEDC	
Total Size	198 sqm
Size hall	Island / 4 sides open
Companies Stands	19 stands of 9 sqm
Stand ABIMO	27 sqm

CONSTRUCTION	
Construction type	Built or mixed
Color walls	White
Floor	Straight on the floor
Floor type	Wood / carpet / other
Color floor	Blue and / or White and/or Wood

EXHIBITORS' SPACES - REQUIREMENTS FOR EACH 9 sqm	
Table	1
Chairs	4
Brochure holder	1
Shelves	3
Showcase	1
Plugs/ Electricity	2
Trash bin	1

SHOWCASES - REQUIREMENTS	
OPTION 1 –TALL	OPTION 1 – SMALL
From 1.80 to 2m height	Height 1m x 1m wide
Internal light	Internal light
Space Application logo	More space for application of logo
Small lockable cabinet at the bottom	Large lockable cabinet at the bottom
Showcase lockable	Showcase lockable
Internal plug or close	Internal plug or close

ABIMO Booth - REQUIREMENTS	
Space for lounge, with reception counter	1
Brochure holder (free standing)	2
Plugs/ Electricity	3
Coffee machine	1
Water dispenser + provision of 80L	1
Bar Table	1
Bar stool	4
Computer + internet access	1

OTHER AREAS – STORAGE	
Into the ABIMO area, there should be an area for the storage and it should contain the following items (1x1)	
Shelves	AT ALL THE WALLS

OTHER AREAS – HANDS ON AREA	
In 18 sqm (conner)	
TV 42"	2 Microphones / 1 projector
Big table	20 chairs

VISUAL COMMUNICATION – COMPANIES' STANDS	
All the arts will be produced by ABIMO, which will send the final files of all banners for printing to be made by the constructor.	
Companies	1 per company (2.0x 1.0 WITH LIGHT)
ABIMO	3 (1x1)

VISUAL COMMUNICATION - PAVILION (FASCIA BOARDS)	
After approval of the project, ABIMO provides all the files for the application, such as logo and other images, and the creation and application of arts in the layout should be done by the constructor and approved by ABIMO. The production / printing should be made by the constructor.	

4. PAYMENT

The "on demand" services will be paid according to ABIMO payment standard conditions:

- 1) upon presentation of the final credit memo or invoice and contract.
- 2) 100% after the performance of the services/supply the goods by the supplier.

Note: We do not accept countries that are considered tax haven by the government.

5. STANDARDS OF EVALUATION AND PRESENTATION OF PROPOSAL

Will be considered the LOWER PRICE, to be defined by the total price charged for the services on the OBJECT of this REQUEST.

6. RESCISSION AND FINES

In case of non-compliance of any provision, the contract must foresee the refund to the damaged part and a fine.

7. CONSIDERATIONS

All the content and formation will be defined and sent by ABIMO or must be approved by the same. The production or printing of the arts and images must be done by the hired company.

The proposal should be mailed to caliandra.cunha@abimo.org.br, until November 4th of 2019, within a description of the services covered, the installments and the total price quoted in US\$ dollars.