

INSTRUCTIONS AND INFORMATION ON THE TENDERING PROCEDURE LIFE WATERBORNE BIOPAINT - LIFE19 ENV/IT/000074

IVM Chemicals Srl
Viale della Stazione,3
27010 Parona (PV), Italy

1. These instructions are designed to ensure that all tenders are given equal and fair consideration. It is important therefore that you provide all the information asked for in the format and order specified. Please contact Mrs. Jessica Mileo email address purchasing@ivmchemicals.com, if you have any doubts as to what is required or you have difficulty in providing the information requested. Pre-tender negotiations are not allowed.
2. Tenders may be rejected if all the required information is not provided at the time of tendering.
3. **Receipt of tenders.** Your tender must be received by IVM at the address, date and time indicated below:

Mrs. Jessica Mileo

email address purchasing@ivmchemicals.com.

Deadline for submission: 8th July 2021, h23:00 CET

IVM Chemicals will send a confirmation of receipt of bid email. Late tenders will not be considered.

IVM Chemicals shall not consider any tender that arrives after the deadline for submission. Any tender received by IVM Chemicals after the deadline for submission of tenders shall be declared late and rejected.

Tenders will be received up to the time and date stated. Those received before the due date will be retained unopened until then. It is the responsibility of the tenderer to ensure that their tender is delivered not later than the appointed time.

IVM Chemicals may, at its discretion, extend the deadline for the submission of tenders by amending the "Instruction and Information on the tendering procedures", in which case all rights and obligations of IVM and tenderers previously subject to the deadline shall thereafter be subject to the deadline as extended.

4. **Acceptance of tenders.** By issuing this invitation IVM is not bound in any way and does not have to accept the lowest or any tender, and reserves the right to consider other factors in the selection of the successful tenderer.
5. **Inducements.** Offering an inducement of any kind in relation to obtaining this or any other contract with IVM Chemicals will disqualify your tender from being considered and may constitute a criminal offence.
6. **Confidentiality of tender.** Please note the following requirements, you must not:
 - a. Tell anyone else what your tender price is or will be
 - b. Try to obtain any information about anyone else's tender or proposed tender before the time limit for delivery of tenders
 - c. Make any arrangements with another organisation about whether or not they should tender, or about their or your tender price.

Failure to comply with these conditions may disqualify your tender.

7. **Costs and expenses.** You will not be entitled to claim from IVM Chemicals any costs or expenses which you may incur in preparing your tender whether or not your tender is successful.
8. **Tenders analysis.** The tenders will be evaluated by the Technical Commission from July 1st to July 15, 2021. The bases for the evaluation will be:
 - the highest potential to satisfy the requirements and
 - best value for money.

The Technical Commission will be composed of:

- General Manager Operations
- Purchasing Department Director
- Plant Director
- Innovative Research Manager - Coatings

9. **Basis of the Contract.** The General and Special Contract Conditions, together with the Confidentiality Agreement and the tender specification, will form the basis of the contract between the tenderer and IVM Chemicals.

The tenderer will be responsible for the design, construction, installation and commissioning of the new pilot system and of all the equipment and systems necessary for its operation as a turn-key unit.

10. Timeline (*subject to modification*)

- From forwarding of "Invitation to Tender Letter" by IVM: Q&A session on technical/contractual items
- 25th June 2021: end of Q&A period
- 8th July 2021: deadline for submission of the application to Tender. The offers must be received by IVM at the e-mail address purchasing@ivmchemicals.com
- 9th – 15th July 2021: tender validation and analysis (requests for clarifications/additional information by IVM Chemicals).
- 15th July 2021: Contract awarding
- 30th July 2021: Purchase Order issuing by IVM Chemicals
- by 30th January 2022: Target date for Final Acceptance of plant

11. Format of Bids. Tenderers should present their proposals in the following format:

- Table of Contents
- Meeting the Specification
- Detailed description of costs

12. Conclusion. Whilst every endeavor has been made to give tenderers an accurate description of the system specifications by IVM Chemicals, tenderers should make their own assessment about the methods and resources needed to meet those requirements.

This document must be returned duly signed and dated indicating acceptance by a duly authorized representative

Date_____

Signature_____

Printed name_____

Job title_____

Company_____