

CALL FOR TENDER

SUMMARY INFORMATION

Call for tender no	5000000999
Subject	Exhibition services for Heli-Expo 2019
Description of the supply	All inclusive services to include exhibit design, manufacture, setup and dismantle; hiring and management of all 3 rd party services; shipping and on-site management of exhibition-related activities as directed by the Leonardo Exhibition PM
Type of supply	Services and supplies
Duration of contract/work	HAI 2019
Presumed bidding starting price	843.000,00 €
General awarding criteria	Best technical and economical proposal
Date of publication	29 October 2018
Deadline	12 November 2018

DETAILED INFORMATION

1. General information

Leonardo Global Solutions S.p.A. - a single member company, subject to the direction and coordination of Leonardo - *Società per azioni* - (incorporated in Italy as a joint stock company) - (hereinafter "LGS") intends to issue a call for tender having as its subject: Exhibition services for Heli-Expo 2019.

Lots (if any): N/a

The Contract includes: All inclusive exhibitions services to include exhibit design, manufacture, setup and dismantle satisfying and respecting all United States regulatory, licensing and organized labor requirements; hiring and management of all 3rd party services to include credit extension to purchase third party services, management and oversight of third party contracts and successful satisfaction of all third party debts within the stated contract end date; prep, packing and shipping of all exhibit company materials to and from show site; supporting customer with logistics handling of material direct-shipped to and from show-site to include the provision of a build and strike plans that accommodate the arrival and departure of heavy equipment to include aircraft; furnishings, rentals, audio/visual technology, décor and appropriately skilled labor (authorized to work in Atlanta, United States) to perform the work of installing, servicing and dismantling the exhibit; dedicated single PoC throughout the contract award

period, authorized and empowered to act on behalf of the supplier company, to manage and synthesize all work required under the service contract, available to meet on a (min.) weekly basis including in-person (as required).

The bidding starting price amounts to 843.000 Euros / no presumed bidding starting price will be indicated.

2. Entities admitted to tender

The following are admitted to participate in the tender procedure for works, services and supplies:

- a) sole proprietor enterprises (including craft businesses), trading companies, cooperatives;
- b) Consortia of production and work cooperative companies incorporated under Law no. 422 of 25 June 1909 and Legislative Decree. C.P.S. no. 1577 of 14 December 1947, and subsequent amendments and additions, as well as consortia of craft businesses incorporated under Law no. 443 of 8 August 1985;
- c) Permanent consortia, including consortium companies, incorporated pursuant to Article 2615-ter of the Italian Civil Code, consisting of sole proprietor enterprises (including craft businesses), trading companies, production or workers cooperative companies;
- d) Competing consortia incorporated under Article 2602 of the Italian Civil Code, whose members include the entities referred to in sub-paragraphs a), b) and c) of this paragraph, even in the form of a limited liability consortium, in accordance with article 2615 of the Italian Civil Code.

The following are only admitted to tender for works:

- e) Temporary associations of bidders made up of the entities person referred to in sub-paragraphs a), b) and c) above.
- f) Entities who have entered into a European Economic Interest Grouping (EEIG), under Legislative Decree no. 240/1991.

The participation in this tender by more than one temporary grouping of companies, consortium or EEIG, or the submission of bids as both an individual entity and as a member of a grouping, consortium or EEIG, is forbidden.

Bidding suppliers for whom more than 70% of total annual turnover is generated by orders from one or more companies belonging to the Leonardo Group, are not allowed to bid, except in case of express authorization from LGS in consideration of special technical requirements. For consortia, this percentage shall be calculated according to the annual turnover of the consortium itself.

Each consortium in points b), c) and d) above shall indicate, in its expression of interest, the individual consortium members in the name of which the bid is submitted, and for each of them, the type of works / services / supplies that will be performed. The composition of the consortium indicated in the disclosure for interest is unchangeable without the prior written consent of LGS.

Pursuant to the above, it is forbidden for an individual consortium member to submit a bid in any other form to this tender procedure. In the event that this rule is broken, both the consortium and the individual consortium member will be excluded from the tender.

The contemporary participation in this tender procedure by a parent company and its subsidiaries is also forbidden. In the event that this rule is broken, both the parent company and its subsidiaries will be excluded from the tender.

All bidders whom LGS does deem not to have appropriate professional reliability will in all cases be **excluded** from the tender without explanation. Bidders will be deemed not have appropriate professional reliability who in the last three years incurred, by way of example but not limited to, in the following:

- Termination for breach of contract with LGS, Leonardo SpA or other companies of the Leonardo Group;
- Declared non-testability of works, services and supplies according to the contracts concluded by the LGS, Leonardo SpA or other companies of the Leonardo Group;
- Breach of any of the provisions of the Code of Ethics of LGS, Leonardo SpA and Leonardo Group, during the performance of previous contracts;
- Failure to take delivery, by default or cause, for works, supplies or services entrusted by LGS, Leonardo SpA or other companies of the Leonardo Group;
- Revocation of the award of a tender.

3. Minimum requirements for participation

Entities meeting the following minimum requirements for participation (hereinafter "Minimum Requirements") may be invited to tender:

- Bidders must provide audited financial statements to demonstrate financial stability sufficient to manage the project through to completion
- Bidder's annual turnover must equal at least 50% US revenue
- Bidder must provide evidence of at least one exhibition, in excess of 15,000 square feet, in the United States & within the past 24 months, where supplier was the direct contractor hired. Documentation must include:
 - Visual evidence of work including photographs of the finished product
 - Two written endorsements from third-party services organizations affiliated with said exhibition to include audio/visual, labor, decorator companies, etc.
- Bidder must provide evidence of recent (within past 12 months) working experience in major US cities with organized labor presence including Georgia, California, Florida, Texas and/or Nevada, Georgia.
 - Supplier self-declaration should list all US cities in which work was performed as the direct contractor hired.
- Bidder must carry Commercial General Liability Insurance, including blanket contractual liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. Policy must be held by a US company authorized to provide coverage in the US insurance market.

- Bidder must carry Commercial Automobile Liability Insurance for owned, non-owned and hired vehicles, with limit no less than \$1,000,000 per accident for bodily injury and property damage. Policy must be held by a US company authorized to provide coverage in the US insurance market.
- Bidder must carry Workers' Compensation Insurance as required by statute, with limit of no less than \$1,000,000 per accident for bodily injury or disease. Policy must be held by a US company authorized to provide coverage in the US insurance market.
- Bidder must carry Employers'/Professional Liability Insurance, appropriate to the Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. Policy must be held by a US company authorized to provide coverage in the US insurance market.

It is noted that participation in the tender is not permitted by pooling funds.

In regards to participation requirements for consortia, it is specified that:

- Ethical and legal requirements must be fulfilled by the consortium and all its members. Along with the disclosure for interest, the ethical/legal self-certification must be provided: a) for each consortium member on whose behalf the consortium participates in the tender; b) for the consortium itself; and c) for the consortium on behalf of all members not participating in the supply
- The minimum turnover must be made by the consortium itself or, alternatively, through a combination of turnover of individual consortium members on whose behalf the consortium is participating in the tender.
- The technical, organisational and professional requirements must be possessed by each member on whose behalf the consortium is participating in the tender;
- The required certifications (ISO, SOA etc.) must be held by each member on whose behalf the consortium is participating in the tender.

The same also applies to any temporary groupings, with the norm being to consider the components of the grouping instead of the member businesses.

4. Disclosure for interest

By no later than the expiration date of this call for tenders, parties interested in being invited to tender, provided they meet the requirements, are required to:

- Submit their application by registering in the LGS Procurement Portal (link: <https://supplier-registration.leonardoglobalsolutions.com>) and proceed, after obtaining their credentials, with the provision of the requested data. Suppliers who are already registered on the Supplier Portal and have their access credentials, are requested to confirm and update any data and information previously entered in the system.
- Communicate their Disclosure of interest by accessing the reserved area of the LGS Procurement Portal (<https://procurement.leonardoglobalsolutions.com>), responding to the

invitation to tender (within the portal is a Manual entitled "*Responding to a Call for Tenders*") and uploading the following documents:

- A statement issued by at least one bank or intermediary authorized according to Legislative Decree n. 385/93, attesting to their financial and economic capability/strength (the so called Bank References);
 - Statement must provide evidence of 50% annual turnover from US revenue
- Evidence of US work (within past 24 months), in excess of 15,000 square feet, where supplier was the direct contractor hired. Documentation must include:
 - Visual evidence of work including photographs of the finished product
 - Two written endorsements from third-party services organizations affiliated with said exhibition to include audio/visual, labor, decorator companies, etc.
- Self-declaration attesting to recent (within past 12 months) work experience in key labor markets (Georgia, California, Florida, Texas and/or Nevada) noting all US cities in which work was performed as the direct contractor hired.
- Copy of valid Commercial General Liability Insurance, including blanket contractual liability on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal & advertising injury with limits no less than \$1,000,000 per occurrence. Policy must be held by a US company authorized to provide coverage in the US insurance market.
- Copy of valid Commercial Automobile Liability Insurance for owned, non-owned and hired vehicles, with limit no less than \$1,000,000 per accident for bodily injury and property damage. Policy must be held by a US company authorized to provide coverage in the US insurance market.
- Copy of valid Workers' Compensation Insurance as required by statute, with limit of no less than \$1,000,000 per accident for bodily injury or disease. Policy must be held by a US company authorized to provide coverage in the US insurance market.
- Copy of valid Employers'/Professional Liability Insurance, appropriate to the Contractor's profession, with limit no less than \$1,000,000 per occurrence or claim, \$2,000,000 aggregate. Policy must be held by a US company authorized to provide coverage in the US insurance market.

Please note that after the expiration time of this invitation to tender, it will no longer be possible to respond to the call and communicate your disclosure of interest.

In any case, applicants who communicate their disclosure for interest must acknowledge and accept that they cannot claim any right to be invited to tender, with no obligation on the part of LGS to provide any reasons.

For those who may be invited to tender, if they have not already been pre-qualified or qualified by LGS, a process of pre-qualification will begin on the Procurement Portal. This process will require them to provide additional documentation to support the evaluation of their ethical, legal and economic/financial requirements.

5. Processing of personal data

Pursuant to Legislative Decree 196/2003 and Reg. EU 679/2016 (hereinafter jointly referred to as "Privacy Legislation"), we are hereby notice you that personal data provided for by "data subject" to tender notice are processed by LGS - with having registered offices in Rome, Piazza Monte Grappa, 4 - as being the Controller (as defined in Privacy Legislation), for the purposes linked to the tender handling process, the eventually subsequent awarding and relative agreement signature. Processor (as defined in Privacy Legislation) is the LGS Procurement Business Unit Manager.

6. Regulations as per Legislative Decree 231/2001 and Anti-corruption Law

By communicating their disclosure of interest, each applicant acknowledges and agrees their prior acceptance of the Code of Ethics of Leonardo Global Solutions SpA and the Anti-Corruption Code of the Leonardo Group, which is a prerequisite for participation in the tender procedure and therefore, in case of invitation to participate, they agree to comply with the provisions contained therein. The aforementioned documents are available from the website <http://www.leonardoglobalsolutions.com> "Ethics and Compliance" section.

7. Other information

The arrangements for submitting the bids, any other grounds for exclusion from the tender and other information, will only be communicated to those who, following the forwarding of their disclosure of interest, together with the documents mentioned herein and the verification by LGS of the minimum tendering requirements set out in this call for tenders, will be invited to participate in the bidding process.

This request is not binding in any way for this company nor the beneficiaries of the supply and should not lead to expectations whatsoever about the entities presenting their disclosure of interest. LGS, with incontestable discretion, reserves the right not to award the tender, to award only part of the contract, to restart the tender procedure or to make changes to this invitation to tender.

Finally, please note that this tender procedure and the related contract are subject exclusively to the rules of private law, ruling out the applicability of the Public Contracts Code (Legislative Decree no. 163/2006) and its implementing measures, even in the presence of explicit references to specific provisions of the Public Contracts Code (or its implementing measures) contained, optionally, in the invitation to tender or documents related to it.

Yours faithfully

Purchasing Manager
Walter PERROTTA

