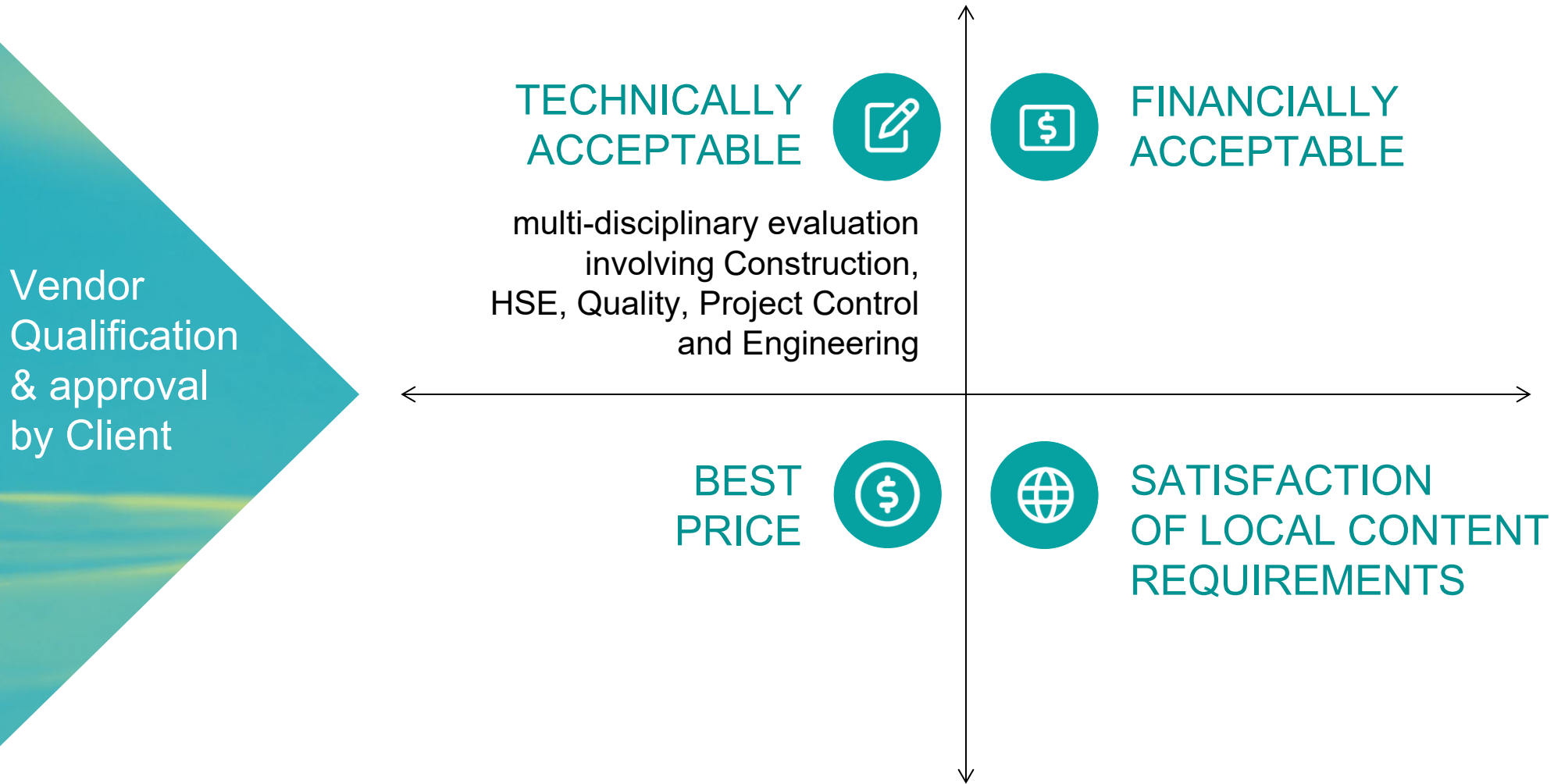


# SUBCONTRACTING MAIN GUIDELINES

---

SUBCONTRACTING MANAGEMENT

# CRITERIA FOR SELECTION OF THE SUBCONTRACTOR



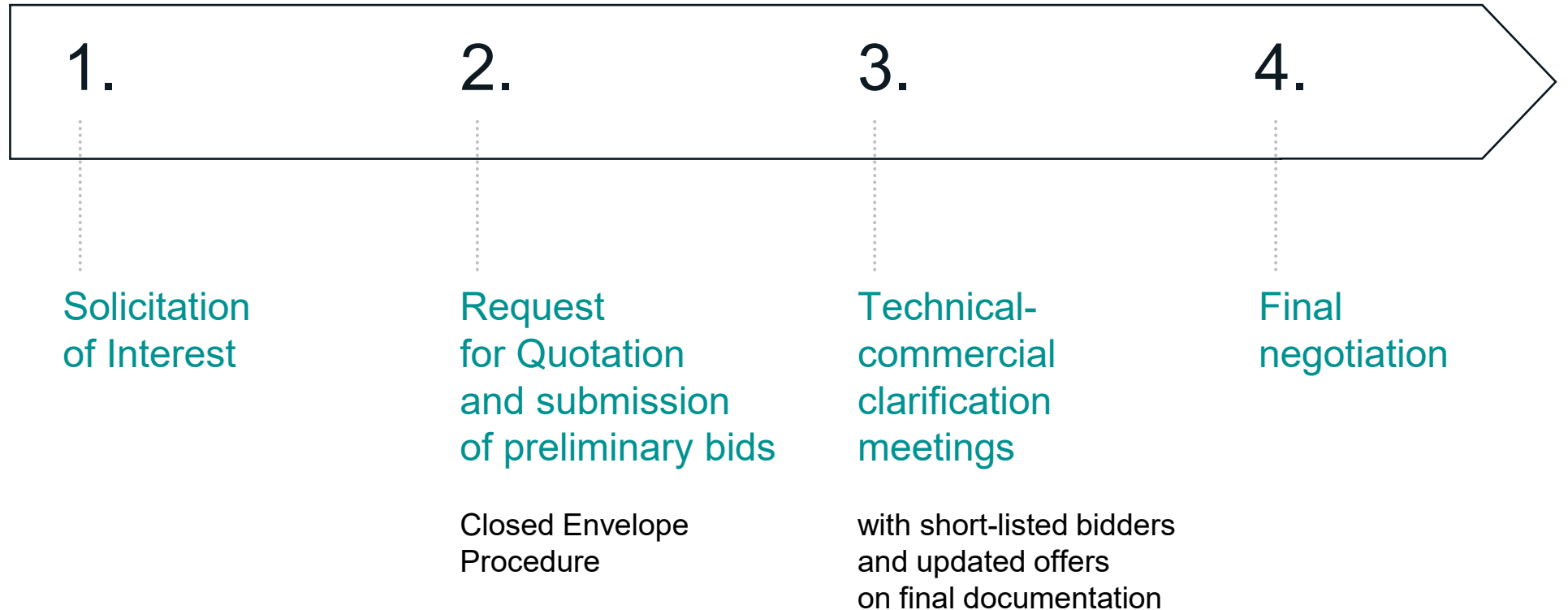
# LOCAL CONTENT REQUIREMENTS

## SUBCONTRACTOR OBLIGATIONS FOR LOCAL CONTENT

- Develop local expertise, prioritize hiring of local workforce and engagement of local subcontractors and vendors and source local goods and services
- Demonstrate the current local content as precondition for subcontract award
- Achieve the local content target (80%) during the subcontract execution
- Provide every three months the local content report and CT-KZ certificates to demonstrate the local content is in line with target
- Put in place all actions required in case the current local content is below the contractual target
- Liquidated damages are foreseen in case of non-achievement of the local content target (capped to 2% of subcontract price)

# MAIN STEPS OF THE TENDER LEADING TO THE SUBCONTRACT

Vendor  
Qualification  
& approval  
by Client



# STEP 1: Solicitation of Interest

1.

Solicitation of Interest

## WHAT MAINLY INCLUDES:

- Preliminary data: general introduction to the project, key quantities, dates of the tender preparation and execution of the works
- Template of the NDA
- Instruction to register to SupplHI
- List of documents to be submitted for client's qualification (if applicable)
- ENGLISH is mandatory language in all tender documentation & communications

## WHICH FEEDBACK SHALL YOU PROVIDE:

- Written confirmation of you interest to quote
- NDA signed by your authorized representative
- Registration to SupplHI
- Qualification documents

# STEP 2: Request for quotation (1/2)

2.

Request for Quotation  
and submission  
of preliminary bids

## WHAT MAINLY INCLUDES:

- Instruction to Bidders: date for bid submission, required content of your bid, forms for bid submission, contact point for tender management
- Draft of Subcontract: including T&C, local content requirements, scope of work and supply, schedule
- Price Lists for quotation

## WHICH FEEDBACK SHALL YOU PROVIDE:

- Commercial proposal, including financial statements
- Technical proposal

# STEP 2: Request for quotation (2/2)



2.

Request for Quotation  
and submission  
of preliminary bids

## 1. SAP ARIBA:

- The Request for Quotation (and the following integrations, if any) shall be sent to the Bidders using SAP ARIBA
- Bidders are requested to submit their bid through SAP ARIBA, within the time indicated in the SAP ARIBA event

## 2.

During the tendering stage, communications (e.g. requests of clarification, etc.) will be through email with the subcontracting team as focal point

## 3.

In case documentation is missing, Bidder is requested to integrate its proposal

## 4.

Site visit is recommended and acknowledgement of Site conditions is required

# STEP 3: Technical-commercial clarification meetings with short-listed bidders and updated offer on final documentation

3.

Technical-commercial clarification meetings

## WHAT HAPPENS:

- Technical alignment discussion with Construction, Engineering and Project Control team on your Technical Proposal – Visit to Bidders facilities might be organized after the meeting
- Clarification and negotiation of the commercial qualifications (if any) you have submitted
- Analysis of prices (including its completeness)
- After the meeting, through ARIBA, we deliver the updated technical package (revised quantities, drawings, specifications, etc.)

## WHICH FEEDBACK SHALL YOU PROVIDE:

- Updated technical and commercial proposal based on discussion and latest documentation you received



# STEP 4: Final Negotiation

4.

Final  
negotiation

## WHAT HAPPENS:

- Only Bidders technically and financially acceptable, able to satisfy local content targets, are invited to final step of the tender
- Subcontract terms and conditions shall be agreed in full before invitation to final negotiation, except for specific clauses which can have an impact on the final price
- Negotiation of subcontract price

## WHICH FEEDBACK SHALL YOU PROVIDE:

- Final and best price

# LOWER TIER SUBCONTRACTORS

## ENGAGEMENT OF LOWER TIER SUBCONTRACTORS

- Engagement of sub-subcontractor is subject to the approval of the Contractor

For this purpose, the following documents / information shall be provided:

- Description of the scope to be subcontracted
- Name of the proposed sub-subcontractor
- Evidence of the technical qualifications and financial capability of the proposed sub-subcontractor
- Details of the available resources allocated to perform the subcontracted activities



**TECNIMONT**

MAIRE Integrated E&C Solutions