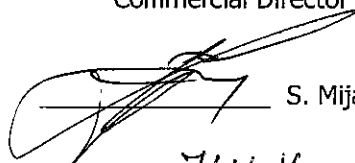


Approved by
OPTIMA Group Ltd
Commercial Director


S. Mijatovic
"16." JULY 2026

TECHNICAL SPECIFICATION

for submitting a Technical and Commercial offers for construction and equipping of an exhibition stand,
and technical support to facilitate the participation of „OPTIMA Group“ Ltd
in the Automechanika Shanghai 2026.

Banja Luka, Republic of Srpska, Bosnia and Herzegovina

2026

1	Company name: - mailing address - phone - fax Director: Email address:	„OPTIMA Group“ Ltd 78000 Banja luka, 37a Kralja Alfonsa XIII +387 51 228-610 +387 51 228-620 Aleksandar Ivankovic info@optimagrupa.net
2	Facility name	„OPTIMA Group“ Ltd
3	Facility location	37a Kralja Alfonsa XIII
4	Subject of the Contract	Construction, equipping of an exhibition stand, and technical support to facilitate participation of „OPTIMA Group“ Ltd in the Automechanika Shanghai 02-05.12.2026.
5	Scope of work	The service of construction and equipping of the exhibition stand is requested for the purpose of organizing participation and presentation of „OPTIMA Group“ Ltd Banja Luka at the Automechanika Shanghai Fair in the period 2-5 December 2026. The contractors must align all construction process stages with the fair organizer's specific guidelines and procedures. LOT 1 – Construction and equipment of Exhibition stand The construction of a custom exhibition stand is planned on an exhibition area of 36m², rented by the Client. To ensure an effective presentation, the selected contractor is expected to provide support to the Client on a turnkey basis, involving the following: • Construction, Set up and Dismantling This includes delivery of the material to the location, construction, assembly and technical maintenance of the exhibition stand meeting the deadlines set by the organizer. The exhibition stand must be fully complete, in technically sound state and ready for use by the Client throughout the duration of the fair. Upon completion of construction, set up, and technical maintenance, the contractor shall hand over the exhibition stand to the Client in a clean and orderly condition. The contractor is not responsible for keeping the exhibition stand clean and hygienic during the fair. The contractor will also submit the stand design, with all required technical data and specifications, on behalf of the Client, following the organizer's procedures. The service also includes all works related to dismantling of exhibitions stand and removing all decorative elements after the end of the fair, if dismantling is required in accordance with the fair organizer's regulations. • Furniture and Stand equipment This includes the installation and provision of all accompanying exhibition stand furnishings as outlined in the design concept, such as counters, chairs, tables, waste bins, display stands, digital displays, etc., for the entire duration of the fair, in accordance with the fair organizer's regulations. • Insurance and Security Measures If required by the fair organizer, the contractor shall insure the exhibition stand and all accompanying equipment against risks and hazards as specified. The contractor is not responsible for insuring the Client's exhibition items or any materials delivered to the stand by the Client in coordination with the third parties. • Technical Support The contractor shall provide all technical prerequisites for the full functionality of the exhibition stand, such as ordering the appropriate power for electrical connections necessary to supply all electrical devices used at the stand such as mobile phones, laptops, and similar equipment.

Note 1

The Contractor shall provide technical support and appoint a contact person in case if there is any need to maintain or repair the stand for the entire duration of the fair. The Contractor is also required to secure all necessary access passes for its personnel to perform services defined by the Technical specification.

Note 2

The design concept of the exhibition stand is available upon request.

LOT 1 – CONTENTS OF BIDDING DOCUMENTS**LOT 1 - Qualifications**

It is mandatory for all the bidders to submit the following:

- Equipment specifications
- Description of materials
- List of elements that can be dismantled and reused later
- Optional additional services, that are not included in the Technical specification but the Bidder has the capacity to provide such services in the course of carrying out the work

LOT 1 - Commercial part of the bid:

The bid should be submitted in the table format provided below:

No	Service description	Price in BAM excluding VAT
1.	Service of construction, set up and dismantling of the exhibition stand in the Automechanika Shanghai 2026	
2.	OPTIONAL ADDITIONAL SERVICES	
TOTAL		

The selection criteria:

Criteria	The value of the criteria in points.			Share in the total number of points.
Unit price	Minimum offered unit price / Bidder's unit price × 10			70%
Evaluation of the proposed conceptual design	Fully meets the requirements	Meeting most of the requirements	Partially meets the requirements	30%
	10 points	5 points	0 points	

LOT 1 –Supporting Services

- Exhibition stand Hostess
 - Responsibilities: According to the „OPTIMA Group” Ltd representative, the hostess shall be greeting attendees and introducing them to a company's products or services; serving beverages; maintaining cleanliness and organization of the counter area, ensuring a tidy appearance of exhibits and promotional materials; other supporting activities to promote the attendance of „OPTIMA Group” Ltd
 - Number of hostesses: 2
 - Specific Requirements: Knowledge of English and Chinese
 - Working time: According to working days and working hours set by the Fair organizer
 - Dress Code: Business casual (black knee length skirt, white blouse, heels)
- Non-alcoholic beverages and snacks
 - Coca-Cola – 20 cans/bottles of 0.25 L
 - Sparkling mineral water – 20 bottles of 0.5 L
 - Still water – 150 bottles of 0.5 L
 - Still water – 7 bottles of 1.5 L
 - Fruit juice (apple, orange...) – 20 cans/bottles of 0.25 L
 - Salted snacks: a blend of almonds/peanuts/hazelnuts/pistachios -3 kg.
- Disposable cups – 300 pieces.
- Glass snack bowls– 4 pieces.
- Lease of a capsule coffee machine, allowing to make different types of espresso drinks (risretto, doppio, cappuccino, espresso macchiato), along with 100 capsules, milk, sugar and coffee cups
- Consumables:
 - Kitchen paper towels – 6 rolls
 - Disposable napkins – 300 pieces
 - Cotton dust cloths – 4 pieces
 - 120-liter garbage bags – 20 pieces
 - Universal cleaning liquid (effectively disinfects counter surfaces, etc.)

Note: The Contractor shall obtain all necessary access passes for their personnel performing the services outlined in the Technical specification. The Contractor will collect the rented items such as the coffee machine, as well as any surplus beverages, food, and consumables after the fair event and at a mutually agreed upon time.

LOT 2 - CONTENTS OF BIDDING DOCUMENTS

LOT 2 - Qualifications

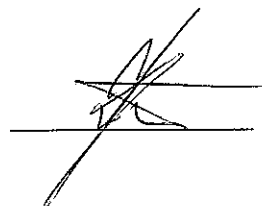
It is mandatory for all the bidders to submit the following:

- Prospective Hostess candidates: photos and personal info,
- Items specifications (a coffee machine, food, and beverages),
- Optional additional services, that are not included in the Technical specification but the Bidder has the capacity to provide such services in the course of carrying out the work.

		LOT 2 - Commercial part of the bid:				
		The bid should be submitted in the table format provided below::				
		No	Service description		Price in EUR excluding VAT	
		1.	Hiring a hostess, including all related costs, such as transportation, meals and lodging etc.			
		2.	Non-alcoholic beverages according to the Specifications			
		3.	Disposable cups – 300 pcs.			
		4.	Glass snack bowls – 4 pcs.			
		5.	Lease of a capsule coffee machine, allowing to make different types of espresso drinks (risretto, doppio, cappuccino, espresso macchiato), along with 100 capsules, milk, sugar and coffee cups.			
		6.	OPTIONAL ADDITIONAL SERVICES			
		TOTAL				
		The selection criteria:				
		Criteria	The value of the criteria in points.			Share in the total number of points.
		Unit price	Minimum offered unit price / Bidder's unit price x 10			70%
		Evaluation of the proposed conceptual design	Fully meets the requirements	Meeting most of the requirements	Partially meets the requirements	30%
			10 points	5 points	0 points	
6	Submission deadline	In accordance with the details provided in the Invitation to bid.				
7	The completeness of submitted documents and Submission instructions	The bidding documents shall be submitted in accordance with the details provided in the Invitation to bid. The bid should include: - Confirmation that the Bidder is an authorized provider of the requested service and has been engaged in this activity for at least 3 years. - Confirmation and specification of at least 3 most relevant previously completed projects with the same or larger project scope for the last 5 years;				
8	Technical contact	Djordje Mrdja Tel: 051/242-809 E-mail: mrdjadj@optimagrupa.net				

Designated and responsible person:

Sasha Kremenovic

 (signature)

