

BIZERBA

Quotation guideline of **BIZERBA Global Procurement**

Version: December 2020

Bizerba SE & Co. KG, Sitz: Balingen, Amtsgericht Stuttgart HRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE,
Sitz: Balingen, Amtsgericht Stuttgart HRB 757896, Vorsitzender des Aufsichtsrates: Dr. Eberhard Veit,

Vorstand: Andreas W. Kraut (Vors.) · USt-IdNr.: DE 144835104 · GLN 40 14116 00000 3 · WEEE-Reg.-Nr. DE 76764256

Wilhelm-Kraut-Straße 65, 72336 Balingen · Postfach 10 01 64, 72301 Balingen · Telefon 07433 12-0, Fax 07433 12-2696 · <http://www.bizerba.com>

BIZERBA

Blatt 2

Dear business partner,

This quotation guideline is intended to assist you in preparing your quotation. By considering as many requirements of ours as possible as listed in this guideline, you will also enable us to make an objective and comprehensive evaluation of all quotations available to us and to make a fair supplier selection.

Please submit your quotation as a file attachment to the responsible purchasing manager by email, taking into account the present quotation guideline.

1 Structure and contents of the quotation

1.1 Quotation conditions

- Delivery terms: DAP Incoterms 2020
- Payment terms:
 - 3% 30, net 60
 - Tools as per agreement
- Currency: EURO

1.2 Costs

The quotation shall show the following contents in a transparent and detailed manner:

- Series price per unit/module based on estimated annual units (EAU)
 - Please list individually all hardware and software components included in each case
- Costs for pre-development incl. initial sample for concept verification
- Development costs (NRE costs) indicating the number of units to which they are allocated
- Tool costs for sample and series tools
 - Each tool or device individually with designation, use, design, service life and costs
- Costs for ISIR
- Costs for initial sample per piece
- Price per prototype

Bizerba SE & Co. KG, Sitz: Balingen, Amtsgericht Stuttgart HRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE, Sitz: Balingen, Amtsgericht Stuttgart HRB 757896, Vorsitzender des Aufsichtsrates: Dr. Eberhard Veit,

Vorstand: Andreas W. Kraut (Vors.) · USt-IdNr.: DE 144835104 · GLN 40 14116 00000 3 · WEEE-Reg.-Nr. DE 76764256

Wilhelm-Kraut-Straße 65, 72336 Balingen · Postfach 10 01 64, 72301 Balingen · Telefon 07433 12-0, Fax 07433 12-2696 · <http://www.bizerba.com>

BIZERBA

Blatt 3

- Costs for approvals, e.g. UL approval including the number of test devices required for this purpose, if explicitly requested
- Additional costs, such as vibration, shock, temperature, humidity, protection class IP69, EMC , etc. including the number of test devices required for this purpose, if explicitly requested
- Description of the scope of testing included in the price and provided packaging

We expect a full cost breakdown on an item by item basis or at least as follows:

Costs for purchased parts	
Raw material costs	
Manufacturing costs	
Tool re-procurement	
Testing costs	
General overhead costs	
Development costs	
Packaging costs	
Transport costs	
Total / serial part price:	

1.3 Delivery times

The quotation shall indicate the following delivery times:

- Average delivery times for
 - Tools
 - EVT samples / initial samples
 - DVT / development samples
 - PVT / prototypes
 - Serial delivery
 - Long lead time parts

Bizerba SE & Co. KG, Sitz: Balingen, Amtsgericht Stuttgart HRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE, Sitz: Balingen, Amtsgericht Stuttgart HRB 757896, Vorsitzender des Aufsichtsrates: Dr. Eberhard Veit,

Vorstand: Andreas W. Kraut (Vors.) · USt-IdNr.: DE 144835104 · GLN 40 14116 00000 3 · WEEE-Reg.-Nr. DE 76764256

Wilhelm-Kraut-Straße 65, 72336 Balingen · Postfach 10 01 64, 72301 Balingen · Telefon 07433 12-0, Fax 07433 12-2696 · <http://www.bizerba.com>

BIZERBA

Blatt 4

1.4 Other data

- Indication of country of origin
- Feasibility analysis
- Capacity analysis
 - Include information on possible production capacities (1-/2-/3-shift operation)
 - Your capacity planning must be able to cover peaks of demand of +20%.
- Number and location of production sites considered for the product
- Please specify your standard warranty period in months and optionally the cost of an extended warranty period

2 General information

2.1 Changes

All changes to the product related to costs and / or schedule following your quotation, even during development, must be approved by BIZERBA Purchasing before they will be implemented. For technical changes, please use our ECR form:

<https://www.bizerba.com/de/unternehmen/lieferanten/technische-aenderungen/technische-aenderungen.html>. Costs and / or schedule delays for changes without appropriate approval will not be accepted retroactively.

2.2 Restrictions on use and publication

The specifications may be used solely for preparing the quotation. The supplier is obligated to obtain the written approval of Bizerba SE & Co. KG before forwarding the documents to third parties such as to subcontractors. In addition, any other type of usage and publication – in whole or in part – shall likewise not be permitted without the prior explicit written approval of Bizerba SE & Co. KG.

2.3 Confidentiality obligation

The supplier must – even after the quotation phase has come to an end – uphold confidentiality with regard to any information concerning the subject matter of the specifications that came to his attention as a result of the quotation procedure, and with regard to other matters that came to his attention via Bizerba SE & Co. KG in connection with

Bizerba SE & Co. KG, Sitz: Balingen, Amtsgericht Stuttgart HRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE, Sitz: Balingen, Amtsgericht Stuttgart HRB 757896, Vorsitzender des Aufsichtsrates: Dr. Eberhard Veit,

Vorstand: Andreas W. Kraut (Vors.) · USt-IdNr.: DE 144835104 · GLN 40 14116 00000 3 · WEEE-Reg.-Nr. DE 76764256

Wilhelm-Kraut-Straße 65, 72336 Balingen · Postfach 10 01 64, 72301 Balingen · Telefon 07433 12-0, Fax 07433 12-2696 · <http://www.bizerba.com>

BIZERBA

Blatt 5

the specifications. For this purpose, he shall also obligate all employees involved in preparing the quotation.

2.4 The following documents are a constituent of the quotation:

- General Conditions of Purchase
https://intranetapps.bizerba.com/dokugateway2/Home/Download?url=/sites/29998/Terms%20and%20Conditions%20%20Contract%20Templates/BF_043_00_14_EK_eng_HomePage.pdf
- Non-Disclosure Agreement
- Logistics agreement
https://sp.bizerba.com/sites/38651/Projekt/Vorlagen/Anfragedokumente/Bizerba_Logistic_Regulations_EN.PDF?d=w6b872158ee6242829e16148b32719487
- Code of Conduct (COC)
https://intranetapps.bizerba.com/dokugateway2/Home/Download?url=/sites/29998/Compliance/BIZ_Code_of_Conduct_A4Broschuere_05_RZ_gezeichnet.pdf
- Confirmation order by email
- Form electronic invoice transmission
<https://www.bizerba.com/de/unternehmen/lieferanten/rechnungsversand/rechnungsversand.html>
- Product Compliance Standard
BPN_01-001-01 Restrictions and bans on harmful substances_DE

2.5 The following contracts will be submitted later in the event of an order:

- Framework supply contract
- Development contract
- Quality assurance agreement (QAA)
- Tool agreement
- Consignment stock agreement (will be submitted later in case of order)

If you have any questions, please do not hesitate to contact the responsible purchasing manager.

Thank you for taking into account the above criteria!

Bizerba SE & Co. KG, Sitz: Balingen, Amtsgericht Stuttgart HRA 410001, Persönlich haftende Gesellschafterin: Bizerba Management SE, Sitz: Balingen, Amtsgericht Stuttgart HRB 757896, Vorsitzender des Aufsichtsrates: Dr. Eberhard Veit,

Vorstand: Andreas W. Kraut (Vors.) · USt-IdNr.: DE 144835104 · GLN 40 14116 00000 3 · WEEE-Reg.-Nr. DE 76764256

Wilhelm-Kraut-Straße 65, 72336 Balingen · Postfach 10 01 64, 72301 Balingen · Telefon 07433 12-0, Fax 07433 12-2696 · <http://www.bizerba.com>