

Brief guide of Guarantee of Supply document and audit for A-rated Tenders

For a time ago Systembolaget implemented a new quality control routine for certain tenders. These tenders we call A-rated tenders and normally you notice it in our tender specifications when we ask for a document called guarantee of Supply.

The purpose of this document is to help you understand the Guarantee of supply as well as the audit procedure. Part of the information is translated directly from information we have received from Systembolaget.

A-graded tender requests use a different method from other tenders, mostly because the feedback and purchasing decision are given in a very short time. An important component of this process is the possibility for Systembolaget, after notification to the supplier concerned, to carry out quality control of the liquid on site.

About the Guarantee of Supply forms

In cases where a Guarantee of Supply (GOS) is requested, this must be completed in full. Omitted from a task or incorrectly filled fields will result in rejection.

- **In “Company Name” stated in the Guarantee of Supply must be the same Company Name as stated in the tender form.**
The producer has to be a Legal company name, it cannot be only a brand name.
- **Address, phone number and email address should also match what is written on the tender form.**

The Guarantee of Supply must indicate how much volume is to be included in the quoted wine per tank.

- **Each tank must be specified with tank number and the volume to be used. A volume with several tank numbers must not be specified.**
-Tank number refers to the number on the tank in the winery and used by the producer in his traceability documentation. In the case of product quality control on-site, this should be able to be checked and verified.
-Each tank number can only appear once on the same Guarantee of Supply.
- **Specify the volume you wish to offer to the Monopoly, and not the total volume you have in the tank, this in case the tank contains more volume than what you intend to offer to the Monopoly**
- **The specified volume in each tank must be able to be added together to the total volume that is offered and which is specified under point 4 of the Guarantee of Supply and in the Tender Form the same value should be written under “Available Quantity”**

CONCEALED WINES

UNIQUE WINES FROM GREAT PRODUCERS

If the rows reported on the table in the Guarantee of Supply are not enough, another copy of the Page 2. can be done and attached to the Guarantee of Supply.

If barrels are used, and they are of the same size, they can be stated on the same row with a total volume, provided that the number of barrels and the size of the respective barrels is stated. For example:

4500 liters - 20 x 225L barrels - Lot 46

5400 liters - 18 x 300L barrels - 102 – 119

If barrels are used, the barrel number, lot number, batch number or corresponding identification number used by the manufacturer in his traceability documentation and on the barrel in the winery must be stated on the form instead of tank number. Fill in the identification number in the column for "Tank number" on the form.

- **The address specified on page 2 of the form (in the column "Location / address") must be the physical address where the volume and tank of the specified wine for the current row are located.**
-If a producer has two or more wineries or storage rooms, this must be indicated by entering the correct address on each relevant line.
-It is important to remember that it is the address of the physical location of the tank that must be specified and not, for example, the address where the producer has his office or "official address", if these are located elsewhere.
- **At Systembolaget's eventual visit, the wine must remain at the specified address, in the specified tank.**
Before submitting the quotation, check that no transfer has taken place. If a transfer has been made before the tender is submitted, a new Guarantee of Supply must be completed and submitted.
- **As the process for handling A-graded tenders is short, the producer must be able to guarantee that the wine will not be moved from submission of quotation until Systembolaget has completed the current purchase.**
- **On page 2 of the form in the column "Company name", enter the name of the company that owns the wine in the tank on the same line.**

If this is not the same company that is listed as "Producer" on page 1 of the form and in the tender form, the company that owns the wine should also be listed as a subcontractor in the quotation.

- **If the wine is stored with a third party, it must be clarified in the address field by specifying "care of" or "c / o" before entering the name of such third party.**

Practical information for filling in the tender form

Point 1. and 2. Should be of easy filling for the producer.

Point 3. We will help you in case you are not sure on the tender name and number.

Point 4. Report the TOTAL litres you have indicated in the table of the point 6. Both in numbers and letters.

Point 5. Report the litres of the batch you used to make the blend. We always suggest to prelevate from each tank you would like to offer the correct % of product for the blend, creating a total batch of 9 (nine) litres. Then you will bottle the 9 litres batch, so you will be able to send us 6 bottles and you can keep 6 bottles as samples.

In this way all the batch will be bottled. Please note if you instead make a bigger batch and the batch is not bottle, then you will need to indicate in the form the tank number and number of litres contained in the table in the point 6.

That's why we suggest to make a batch of 9 litres and write under Point 5. **9 (Nine).**

Point 6. We suggest you to read "About the Guarantee of Supply forms" reported just above of this document for a correct compilation of this point.

Point 7. Should be of easy filling for the producer.

On site Quality Control – Audit

A product quality control, also called audit, is performed for most A-rated tenders.

An audit essentially includes (i) a control of documentation, (ii) a physical control of thoughts and volume, and (iii) a sensory control. This means, among other things, that the tanks must be opened in order for the amount of liquid in them to be controlled.

- **Inspection of documentation always includes a check of traceability "from grape to tank" or "from tank to grape". This can be done on paper or on a computer.**
- **Prior to the visit, much of this documentation can be prepared, but Systembolaget's inspectors may also ask for supplementary documents.**

Other documentation may in some cases need to be checked depending on the quotation request and quotation. Such other documentation includes, for example, documents that verify the ownership of the volumes, requirements for a certain origin, ethical or ecological certificates.

- **If one or more subcontractors are used, written contracts that clearly verify ownership or disposal must also be presented in connection with the audit in accordance with paragraph 4 of the Guarantee of Supply.** Please note that the contact must be proved at the call. Therefore, oral agreements will not be approved for verification.

- **The documentation presented must be original**, but copies that can be handed over to Systembolaget during the visit can be prepared with advantage.
- **In the physical control of the tanks, the producer will also be asked to take samples from the tanks and then mix them according to the specifications of the offered article.** The samples from the tanks should be taken together with Systembolaget's inspectors and not be prepared in advance.

Please note that both submitted quotation responses and the associated Guarantee of Supply constitute legally binding tenders.

The information provided in the Quotation Response and the Guarantee of Supply must conform to actual conditions that can be verified based on the manufacturer's documentation and physical checks. This may include, for example, requirements for a certain grape composition, origin or vintage.

If a grape composition has been specified in the offer, it must be consistent with reality, otherwise the quotation will lapse. It is not enough that the actual grape composition complies with the quotation requirement if it differs from what is stated in the tender. For example, if a quotation response states that a wine is 100% produced on a particular grape, the wine in question must in fact be 100% produced on such grape, even if the present tender request allows at least 90% of that grape. However, minor deviations due to rounding of decimals may be accepted.

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