

December, 21th 2011, Buenos Aires

Mr. Courtney Brummer
INVENTIV BUENOS AIRES ARGENTINA

Ref: Architectural Services Proposal

Dear Courtney,

Please, find attached our professional fees proposal for the new corporate offices of INVENTIV BUENOS AIRES at Alem Avenue N° 990, in Buenos Aires. The new site will have an approximately a surface of 767 meters.

The proposal includes developing the architectural draft form to allow INVENTIV BUENOS AIRES tender the works with the information necessary to ensure proper evaluation of bids and avoid additional unanticipated work.

The purpose of this proposal is to INVENTIV BUENOS AIRES detail the conditions under which CONTRACT proposes to execute architectural services described.

1- SERVICE DESCRIPTION

1.1 Physical Space

Analysis of the new physical space to work on and general verification of the building, its existing facilities and conditions. This includes:

- Visit to the site and carry out an initial appraisal
- Take all the necessary measurements – physical survey
- Adjustment of existing plans and CAD documentation
- Photographic documentation.

1.2 Determination of program needs

Evaluation and study of the alternatives for the needs of the general project, which will be carried out at a joint meeting between **INVENTIV BUENOS AIRES** and **CONTRACT**. The following information shall be taken into account:

- Definition of the functional areas.
- Functional relationship between the areas and / or people and determination of specific areas.
- Determination of any other relevant parameters, (expected growth, analysis of the type and frequency of meeting, etc).
- Adaptation to code and regulations.

1.3 Layout

This stage is aimed to study solutions for the Project in progress that will be agreed upon with **INVENTIV BUENOS AIRES** to analyze and select the alternatives that best suit the needs of users, thus helping to establish the criteria for the architectural and engineering project.

The architectural plans and elevations will be made and the joint functioning of the relevant departments. Preliminary studies will be submitted, which will contain the required furniture and equipment, for the purpose of coming up with possible solutions and projects. These studies will be carried out at the plant on an advisable scale, and sketches may be submitted for better evaluation by the client.

In this stage the preliminary study selected in the previous stage will be developed, in line with the physical survey and it will be discussed together with **INVENTIV BUENOS AIRES**. The following drawings will be made on an advisable scale:

- Architectural plan.
- 3D images.
- General elevations.
- Reflected Ceiling & Lighting.
- Wall & Floor finishes.
- Preliminary construction schedule.

This stage includes:

- Architectural and constructive plan.
- Demolition plan.
- Arrangement of divisions and panels, with its measurements, finishing and color.
- Furniture details.
- Distribution of the areas.
- Estimated budget for the work
- Preparation of overall project work

2- SERVICE PRESENTATION

All the technical documentation required for the execution of the services contained in this proposal will be made using the appropriate scales, in **AutoCAD**, and always based on good architectural practices and in compliance with the standards and regulations in force.

All technical documents that are part of this project, such as drawings, work scheduling, budgets, 3D presentations, images, on-site photographs, minutes of meetings, will be made available to **INVENTIV BUENOS AIRES** in a web site by means of a password on the **INTRANET** for **CONTRACT**'s clients. www.contract.com.ar

3- INVENTIV BUENOS AIRES's responsibilities

INVENTIV BUENOS AIRES must appoint a duly authorized representative with the authority to make decisions, which will be present during the development of tasks in order to make any relevant comments and answer any enquiries that might arise.

Also, such representative must duly and timely prepare the information and documents to assist **CONTRACT**, so that the services are executed in accordance with good architectural practices and within the agreed upon terms.

INVENTIV BUENOS AIRES will have the right to control the services rendered by **CONTRACT** and its representatives will be authorized to visit Contract's offices by the project

coordinator in order to obtain any necessary information. The possible control by **INVENTIV BUENOS AIRES** is only supplementary and does not exempt **CONTRACT** from its obligations.

4- TECHNICAL TEAM

The project will be lead by a project leader, who will be in charge of the whole process. The team for the rendering of the services will be made up of experienced professionals.

5- TERMS

An estimated schedule will be agreed upon between the parties for the rendering of the above-mentioned services, which will describe the progress of tasks.

The estimated terms will be as follows:

Item 1.1: 1 week

Item 1.2 and 1.3: 4 weeks

6- PROFESSIONAL FEES

INVENTIV BUENOS AIRES will pay **CONTRACT** the following sums, on account of the work described above:

Item 1.1: \$ 3.800.-

Item 1.2 and 1.3: \$ 18.500.-

TOTAL FEE: \$ 22.300.-

The prices are quoted in Argentinean pesos, and do not include VAT (21%)

7- FORMS OF PAYMENT

Services will be paid as follows:

50% at the beginning of the works - 50% at the end of each stage

This proposal does not include the coast of managing and processing and to municipal utilities, of the payment of taxes or duties that may be appropriate.

Please let us know if you have any further comments.

We look forward to hearing from you.

Sincerely,

Valentina Supán, Architect
Commercial
Contract Rent S.A.