



*"We create efficient and innovative workspaces,
based on new global trends, and customized according
to the company's business model, activity, corporate culture and image."*

OUR SERVICE

Offices are the tangible representation of the values, mission and culture of an organization. Therefore, they cannot be generic and uniform for any company. Our method ensures each client a corporate space that is more suitable for its activity, brand identity and philosophy. Creating the environment that maximizes teamwork performance.

We offer integral end to end solutions that accompany the client through each step of the reorganization process or move of the corporate space.

We create efficient and innovative corporate spaces that respond to the new work trends which govern the corporate world of today.

Besides searching efficiency in the use of space, we optimize synergies among human, environmental and organizational factors, achieving the highest performance of the space and people.

We consider workplaces as production environments. We aim not only at improving occupational ratios but also making people's work more productive by implementing a concept design that promotes motivation, well-being, identification, satisfaction and commitment to the organization, in order to achieve high performance workspaces.

THE COMPANY

Founded in 1996, Contract has three own regional offices in Argentina, Chile and Uruguay. Over these years, we have delivered over 800 works and built 500.000 square meters.

Our staff is made up of more than 150 qualified professionals specialized in understanding and serving the needs of each client, offering proposals customized to the requirements, work method and corporate image of each organization. We rely on LEED (Leadership in Energy and Environmental Design) certified professionals.



ALLIANCES

Founding member of Plannet: a strategic alliance made up of eight leading companies in the design and construction of workplaces in Latin America. Plannet ensures global companies the same service quality in each point of the alliance respecting the corporate identity and the culture of each organization.



Strategic partner of WIP (*Workplace + Innovation + Performance*), consultants specializing in workplace technologies.



MEMBERSHIPS

Founding member of the Latin American Facility Management Society.



PUBLICATIONS

Editor of Facility Magazine. The only Facility Management publication in Spanish. Main sponsor and promoter of the Facility Management Book, directed by Victor Feingold. First text available in Spanish on this field.



CONTRACT INDEX

The first index developed and published on a monthly basis that indicates the cost per square meter of the interior of corporate offices.



CONTRACT GUARANTEE

We warrant all the works executed for a period of a year, independently of the guarantees offered by the manufacturers and participating suppliers. We assume total responsibility over the project and construction works certifying the strict compliance of the agreed terms and prices.

MOVING LOGISTICS

We plan, coordinate and offer the necessary support to carry out the moving process without losing productivity.

CHANGE MANAGEMENT

We offer consultancy, design and implementation of a communication and dynamics plan conceived to manage change, thus helping the staff of each company to successfully go through the moving process without affecting either productivity or the internal atmosphere.

CUSTOMER SATISFACTION SURVEY

TESTIMONIALS

"I would like to mention what a pleasure it was working with the entire team from Contract. Everyone was extremely professional throughout the process and the completed office far exceeded expectations. Thank you for providing a space we are excited and happy to work in everyday!"

Catalent Pharma Solutions

"Once more I want to thank the support, dedication, effort and commitment shown during this process that we proudly culminated yesterday..... Now let's regain energies for phase 2 ... coming soon!

Congratulations for this achievement!"

Google

"Dear CONTRACT, we want, on our behalf and the nearly 400 employees, which are today enjoying these new offices , congratulate and deeply thank you for the effort done for bringing this project to life.

We really feel we have AAA offices and the people are very happy with these new facilities ...seeing them take pictures as if they were at Disney, was moving! ... We are very happy and want to share it with you!

THANKS!"

Mercado Libre

SOME OF OUR CLIENTS



September 13th 2013
Mr. Andrea del Bubba
Mr. Benoit Barbereau
Mr. Ricardo Aizenman
UBP

Ref: Proposal for UBP Montevideo

Please find attached our professional fee proposal for the new corporate offices of UBP in Montevideo. The new site will have a surface of 358 square meters approximately. This proposal includes design, change management and facility management for the required surface.

Service description

PHASE 1: SCHEMATIC DESIGN

During this stage -schematic design- CONTRACT will consult with UBP to determine project goals and requirements. This will determine the program for the project.

The program will define the required functions of the project, and will include estimated area of each usage type and any other elements that achieve the project goals.

During schematic design, CONTRACT will develop study drawings, documents and other media that illustrate the concepts of the design and include spatial relationships and scale for the client to review. At this research phase of the project, zoning requirements or jurisdictional restrictions will be addressed.

This phase will produce a final schematic design, to which UBP agrees after consultation and discussion with CONTRACT. Costs will be estimated based on the overall project volume.

Deliverables:

- Floor plan(s) & sections, including overall dimensions.
- Computer images: renderings, or models.
- Construction cost estimation.

PHASE 2: DESIGN DEVELOPMENT

Design Development (DD) services will use the initial design documents from the schematic phase and take them one step further. This phase will lay out mechanical, electrical, plumbing, structural, and architectural details.

This phase will result in drawings that will specify the design. The level of detail provided in the DD phase will be determined by the project requirements and will result in a formal presentation and approval by UBP.

Deliverables:

- Floor plan(s) & sections with full dimensions.
- Outline material specifications (wall & floor finishes).
- System furniture
- Reflected ceiling & lighting.
- Preliminary MEP drawings, layout.
- Preliminary construction schedule.

FREE TRADE ZONES & WTC FREE ZONE

During this phase, documentation will be prepared in order to comply with Free Trade Zones requirements for applying for private exploitation of a free trade zone.

Drawings for construction authorization by WTC Free Zone will also be developed and submitted during this stage.

PHASE 3: CONSTRUCTION WORK QUOTATION

Upon layout approval, a bill of quantities providing project specific measured quantities of the items of work along with technical specifications will be prepared for tendering.

CONTRACT will submit a quotation on turnkey basis.

PHASE 4: CHANGE MANAGEMENT

CONTRACT offers Change Management services through advising, designing and implementing a sensitive communication strategy and group dynamics plan to manage change.

Consultancy services: Assisting company staff to successfully undergo the process of moving, without having an impact on productivity and the internal environment of the company.

Implementation: In order to achieve people's involvement in validating the changes, banners, newsletters and guidelines will be used.

PHASE 5: FACILITY MANAGEMENT

Our relationship with the client does not end when the construction is complete. We continue to serve the client post construction. CONTRACT is committed to providing solutions and taking care of issues promptly addressing the client's needs.

Actions will be planned in order to maximize the life of equipment and reduce the risk of failure, within a scheme of fortnight visits during a one-year period.

CONTRACT GUARANTEE

We guarantee all the works executed for a period of a year, independently of the guarantees offered by the manufacturers and participating suppliers.

We assume total responsibility over the project and construction works certifying the strict compliance of the agreed terms and prices.

OFFICE ACCESSORIES – CONTRACT COMPLEMENTOS

CONTRACT offers Office Accessories services, *Contract Complementos*, a wide range of custom-designed accessories and supplies for optimum performance.

Service presentation

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

TECHNICAL TEAM AND TOOLS

The design and construction phase will be led by a senior project manager, who will be in charge of a group of experienced professionals. The team will be formed by a project architect, an architectural drafter, a business account, two senior construction project managers and a construction assistant. Specialized software such as AUTOCAD, REVIT and MICROSOFT PROJECT, will be used to produce the aforementioned documentation. CONTRACT utilizes Customer Relationship Management software in its internal procedures to manage the company's interactions with its customers.

INTRANET

All technical documents that are part of this project, such as drawings, work scheduling, budgets, 3D presentations, images, on-site photographs, records of meetings, will be made available to UBP on the INTRANET for CONTRACT's clients.

www.contract.com.uy

USER: UBPURUGUAY

PASSWORD: ZXC919

UBP's responsibilities

UBP must appoint an authorized representative with faculty for making decisions, who will be present during the process in order to make any relevant comments and answer any enquiries that might arise.

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 procedures and schedules.

UBP will have the right to control the services rendered by CONTRACT and its representatives will be allowed visit the site in order to obtain any necessary information. The possible control by UBP is only supplementary and does not exempt CONTRACT from its obligations.

Terms

An estimated schedule will be agreed 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:

- PHASE 1:** 1 week
- PHASE 2:** 2 weeks
- PHASE 3:** 2 weeks. This phase may overlap with phase 2.
- PHASE 4:** During construction phase.
- PHASE 5:** Upon substantial completion.

Professional fees

UBP will pay CONTRACT the following sums, on account of the work described above:

PHASE 1: USD 1.500

PHASE 2: USD 3.500

PHASE 3: USD 2.500

TOTAL FEE: USD 7.500

Change Management & Facility Management: to be quoted appropriately.

Notes

The prices are quoted in American Dollars. Prices do not include VAT (not to be applied to Free Trade Zones).

This proposal includes the fees of professional MEP consultants for phase 2.

This proposal does not include the cost of managing and processing municipal/national permits, or the payment of taxes or duties that may correspond.

Should CONTRACT result awarded with the Construction works on a Turn Key basis, a USD 5.000 discount will be applied to the total fee; in this case, all deliverables mentioned above will be revised and only the necessary documentation for CONTRACT to do the works will be submitted.

Payment method

Services will be paid as follows:

50% upfront

50% upon completion

Please let us know if you have any further comments.

We look forward to hearing from you.

Daniel Flom
Director
CONTRACT GLOBAL SERVICES

The following list shows our clients in banking and financial services for the past five years. During this period more than 300.000 square meters have been built.

CONTRACT

Client	Country	Year	Area (m2)
Monedero	Argentina	2012	500
VISA	Argentina	2012	500
CITI	Chile	2012	350
UBS	Uruguay	2012	288
VISA	Argentina	2011	219
VISA	Argentina	2011	200
Banco Ciudad	Argentina	2011	600
Sigma	Argentina	2011	215
Factor Plus	Chile	2011	344
Security	Chile	2011	300
Banco Consorcio	Chile	2011	2.300
Security	Chile	2011	426
Landmark Capital	Chile	2011	280
AMISBEY S.A.	Uruguay	2011	33
Banco Ciudad	Argentina	2010	340
Banco Supervielle	Argentina	2010	11.000
Banco Ciudad	Argentina	2010	1.200
Tarjeta Naranja S.A.	Argentina	2010	400
RBC	Argentina	2010	500
Tranexbur	Argentina	2010	180
Banco Ciudad	Argentina	2010	1.200
Factoring Mercantil	Chile	2010	514
Security	Chile	2010	426
HSBC	Chile	2010	450
Bank Julius Bär	Chile	2009	114
VISA	Argentina	2009	650
Merrill Lynch Chile	Chile	2008	100
Bank Julius Bär	Chile	2008	320
MBA Lazard	Chile	2008	110
Allfunds Bank Chile	Chile	2008	300
DnB NOR	Chile	2008	375
Merrill Lynch Chile	Chile	2008	400
VISA, Corrientes 1437, piso 3	Argentina	2008	220
VISA, Local Cordoba	Argentina	2008	130
VISA, Corrientes 1437, piso 2	Argentina	2008	700
VISA, Corrientes 1437, piso 4	Argentina	2008	220
VISA, Corrientes 1437, piso 10	Argentina	2008	220
GPS / Gestión Fiduciaria	Argentina	2008	200
VISA	Argentina	2008	1.500
GE Money, Tren de la Costa 1y2	Argentina	2008	1.800
GE Money, La Pampa	Argentina	2008	800
GE Money, Liniers	Argentina	2008	70

GE Money, Bahia Blanca	Argentina	2008	150
GE Money, Quilmes	Argentina	2008	100
Gestión Fiduciaria	Argentina	2008	200
Global Investment	Argentina	2008	280
Merryl Lynch	Argentina	2008	65

PLANNET

Client	Country	Year	Area (m2)
Mastercard	México	2012	600
Promecap	México	2012	712
Compartamos	México	2012	21.843
Goldman Sachs	México	2012	1.000
Banorte	México	2012	6.500
Intercam	México	2011	3.493
Promision	Colombia	2011	680
Serfinco	Colombia	2011	700
Banco Interamericano de Desarrollo	Colombia	2011	280
FEN Energetica Nacional	Colombia	2011	403
BRINKS Aruba	Venezuela	2011	650
BRINKS Panama	Venezuela	2011	5.340
Compass	Perú	2011	300
BBA - Ed Icon	Brazil	2011	1.400
BBA - Ed Wtorre	Brazil	2011	1.400
Banco Itaú	Brazil	2011	4.500
Banco ABC	Brazil	2011	5.000
Standard Bank	Brazil	2011	6.000
Bradesco Cartões	Brazil	2011	10.000
Boston Consulting	Brazil	2011	3.000
Credit Suisse	Brazil	2011	8.500
BTG Pactual	Brazil	2011	13.240
Bank of America	Brazil	2011	3.500
UBS	Brazil	2011	4.500
Banco Fibra	Brazil	2011	5.000
Goldam Sachs	Brazil	2011	6.000
HSBC	México	2010	185
Intercam	México	2010	4.000
Invex casa de bolsa	México	2010	370
Mastercard	México	2010	249
3G Capital	Brazil	2010	340
Alliance Asset	Brazil	2010	240
Alpes Corretora	Brazil	2010	1.000
Banco Ativa	Brazil	2010	760
Banco Matone	Brazil	2010	956
Bank of America	Brazil	2010	3.500
BCG	Brazil	2010	3.200
BMF Bovespa	Brazil	2010	450
BTG Pactual	Brazil	2010	950
BTG Pactual	Brazil	2010	15.000
Cetip	Brazil	2010	100
Credit Suisse	Brazil	2010	400
Credit Suisse	Brazil	2010	9.800

Deutsche Bank	Brazil	2010	3.100
Hedging Griffio	Brazil	2010	400
Banco Itaú	Brazil	2010	13.000
JGP Global	Brazil	2010	1.400
MacQuarie Bank	Brazil	2010	350
Merrill Lynch	Brazil	2010	3.500
PDG Realty	Brazil	2010	400
Plural	Brazil	2010	2.400
SPX Capital	Brazil	2010	400
Vinci Ribeirão Preto	Brazil	2010	120
Banco Interamericano de Desarrollo	Perú	2010	2.000
BCP Banco de Crédito	Perú	2010	5.000
Mastercard	México	2009	958
HSBC	México	2009	8.500
HSBC	México	2009	1.000
BNDES	Brazil	2009	5.200
Banco Itaú	Brazil	2009	614
Banco Itaú	Brazil	2009	30.000
Banca Afirme	México	2008	634
Banco Interamericano de Desarrollo	México	2008	1.435
Compass group	México	2008	910
JP Morgan Chase	México	2008	4.350
Scotiabank Inverlat	México	2008	3.600
Wóss & Partners	México	2008	200
Banco BBM	Brazil	2008	2.800
Banco Espírito Santo	Brazil	2008	600
Banco Matone	Brazil	2008	1.300
American Express	Brazil	2008	1.000
Banco Morada	Brazil	2008	1.300
Banco Pine	Brazil	2008	3.500
Bic Banco	Brazil	2008	1.800
BM&F	Brazil	2008	320
BTG invest	Brazil	2008	300
BTG invest	Brazil	2008	900
Corretora Aplicação	Brazil	2008	200
JGP	Brazil	2008	300
Icap do Brasil	Brazil	2008	1.000
Orizon Visanet	Brazil	2008	550
QVT	Brazil	2008	500
Ubs Pactual	Brazil	2008	1.100
Ubs Pactual	Brazil	2008	235
Mirae Asset	Brazil	2008	1.650
Mesoamerica	Colombia	2008	225
Bancolombia	Colombia	2008	1.260

CLIENT LIST – FINANCIAL SERVICES

References

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