

Technical specifications

[This table shall be filled in by the tenderer in columns 2, 3, 4, 6, 7, and by the contracting authority - in columns 1, 5]

Procurement procedure number: The information can be found in SIA RSAP.

Purpose of the purchase: Organization and logistics services of the "Wine Fest 2024" event

| Name of goods/ services | Name of the model of goods/ services | Country of origin | Producer | Full technical specification required by the contracting authority | Full technical specification proposed by the tenderer | Reference standards |
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| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| Goods/services | | | | | | |
| LOT 1. Organization and logistics services of the "Wine Fest 2024" event | | | | | | |
| 1.1. Location rental services | 1.1. Location rental services | POLAND | WINNICE MOTDAWII | In order to organize the event in the city of Warsaw, it is necessary to rent a location that meets the following conditions: Minimum area: The location must have two separate areas: A main hall with an area of at least 300 m2. | In order to organize the event in the city of Warsaw, will be rented a location that meets the following conditions: Minimum area: The location | |

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| | | | | <p>Another secondary room of at least 100 m² for masterclasses.</p> <p>Parking spaces and guest facilities: It is necessary that the location offers a minimum of 100 parking spaces.</p> <p>Accessibility: The location must be easily accessible by means of transport.</p> <p>Technical facilities: The location must offer an air conditioning system, wi-fi, ventilation, emergency exits, sanitary facilities.</p> <p>Supported types of locations: The location of the event can be either a closed room, or a covered terrace equipped with heating systems, or a historical location, in the city center, which would combine the potential of the event</p> <p>The location of the</p> | <p>must have two separate areas: A main hall with an area of at least 300 m².</p> <p>Another secondary room of at least 100 m² for masterclasses.</p> <p>Parking spaces and guest facilities: It is necessary that the location offers a minimum of 100 parking spaces.</p> <p>Accessibility: The location must be easily accessible by means of transport.</p> <p>Technical facilities: The location must offer an air conditioning system, wi-fi, ventilation, emergency exits, sanitary</p> | |
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| | | | | <p>event in upper floors of buildings with offices and/or commercial premises is not accepted.</p> <p>The chosen location will be agreed and approved by the contracting authority to ensure compliance with the established requirements and standards.</p> | <p>facilities.</p> <p>Supported types of locations: The location of the event can be either a closed room, or a covered terrace equipped with heating systems, or a historical location, in the city center, which would combine the potential or the event</p> <p>The location of the event in upper floors of buildings with offices and/or commercial premises is not accepted.</p> <p>The chosen location will be agreed and approved by the contracting authority to ensure compliance with</p> | |
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| | | | | | the established requirements and standards. | |
| 1.2. Decoration services and setting up the location | Decoration services and setting up the location | POLAND | WINNICE MOLDAWII | The economic operator winning the contract will provide the venue decoration service in accordance with the concept of the event. Thematic decor, photowall. Final Installation Deadline: The deadline for the installation of decorations is 14.09.2024, 09:00, to allow the venue to | Our company will provide the venue decoration service in accordance with the concept of the event. Thematic decor, photowall. Final Installation Deadline: The deadline for the installation of decorations is 14.09.2024, 09:00, to allow the venue to | |
| 1.3. Insurance with the technical equipment of the event | Insurance with the technical equipment of the event | POLAND | WINNICE MOLDAWII | The economic operator will propose the appropriate facilities for the event, taking into account the following categories: - sound equipment with service (sound system, amplifiers, microphones and others necessary for a good event according to the concept). | The economic operator will propose the appropriate facilities for the event, taking into account the following categories: - sound equipment with service (sound system, | |

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| | | | | <p>- 1 or more LED screens in the room where the masterclasses will be held.</p> <p>Transport of the equipment, installation and dismantling are the responsibility of the provider.</p> <p>The final deadline for equipment installation is 14.09.2024, 09:00</p> | <p>amplifiers, microphones and others necessary for a good event according to the concept).</p> <p>- 1 or more LED screens in the room where the masterclasses will be held.</p> <p>Transport of the equipment, installation and dismantling are the responsibility of the provider.</p> <p>The final deadline for equipment installation is 14.09.2024, 09:00</p> | |
| 1.4. Providing the necessary furniture and accessories for the event | Providing the necessary furniture and accessories for the event | POLAND | WINNICE MOLDAVII | <p>The event will be provided with adequate furniture and facilities to ensure the smooth organization of the event.</p> <p>Stands for winemakers: 25 tables or stands for</p> | <p>The event will be provided with adequate furniture and facilities to ensure the smooth organization of</p> | |

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| | | | | <p>winemakers of a minimum size of 1.5 m x 0.6 m, distributed as indicated in point 1.1 of the requirements.</p> <p>Provision of auxiliary materials and ice:</p> <p>Provision of 30 sets of paper towels.</p> <p>Insurance for the event of 200 kg of ice for the participants.</p> <p>Providing bottle beacons for visitors.</p> <p>Minimum 1200 glass glasses.</p> <p>25 pieces pouring insurance and 25 pieces tapping for the winemakers present at the event.</p> <p>Guard insurance, ambulance, etc., according to the requests of the local authorities.</p> <p>Final Delivery and Installation Deadline:</p> <p>Delivery and installation of all items must be completed by 9/14/2024 at 9:00 AM.</p> | <p>the event.</p> <p>Stands for winemakers:</p> <p>25 tables or stands for winemakers of a minimum size of 1.5 m x 0.6 m, distributed as indicated in point 1.1 of the requirements.</p> <p>Provision of auxiliary materials and ice:</p> <p>Provision of 30 sets of paper towels.</p> <p>Insurance for the event of 200 kg of ice for the participants.</p> <p>Providing bottle beacons for visitors.</p> <p>Minimum 1200 glass glasses.</p> <p>25 pieces pouring insurance and 25 pieces tapping for the winemakers</p> | |
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| | | | | | present at the event. Guard insurance, ambulance, etc., according to the requests of the local authorities. Final Delivery and installation Deadline: Delivery and installation of all items must be completed by 9/14/2024 at 9:00 AM. | |
| 1.5. Insurance Catering services from economic agents | Insurance Catering services from economic agents | POLAND | WINNICE POLDAWII | Ensuring the presence at the event of economic agents (economic agents in the field of Horeca or small producers, etc.) who want to promote themselves and offer for a fee or for free, dishes for the general public. Event insurance for 5 economic agents from Warsaw. The conditions of participation and selection as well as their final approval will be established and | Ensuring the presence at the event of economic agents (economic agents in the field of Horeca or small producers, etc.) who want to promote themselves and offer for a fee or for free, dishes for the general public. Event insurance for 5 economic agents | |

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| | | | | <p>coordinated with ONVV. Economic agents will offer: cheeses, cheeses, salamis, assorted snacks.</p> <p>The area will be set up separately from the wine area.</p> <p>Development deadline: September 14, 2024</p> | <p>from Warsaw. The conditions of participation and selection as well as their final approval will be established and coordinated with ONVV. Economic agents will offer: cheeses, cheeses, salamis, assorted snacks. The area will be set up separately from the wine area.</p> <p>Development deadline: September 14, 2024</p> | |
| 1.6 Management of the B2B component | Management of the B2B component | POLAND | WINNICE MOLDAWII | <p>The B2B component of the Opening Purpose of the B2B Component: Facilitating contact between wine producers and the professional public in the Horeca field, sommeliers, wine shops, wine bars, etc. Stimulating the</p> | <p>The B2B component of the Opening Purpose of the B2B Component: Facilitating contact between wine producers and the professional public in the Horeca field,</p> | |

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| | | | | selection and improvement of the wine list in specialized locations. | sommeliers, wine shops, wine bars, etc. Stimulating the selection and improvement of the wine list in specialized locations. | |
| | | | | Responsibilities of the Economic Operator: Inviting and managing the B2B professional audience, including Horeca industry representatives, sommeliers, wine bars, wine bars, etc. | Responsibilities of the Economic Operator: Inviting and managing the B2B professional audience, including Horeca industry representatives, sommeliers, wine bars, wine bars, etc. | |
| | | | | Organization of the B2B Component: Identifying and inviting potential participants from the Horeca field, sommeliers, wine bars, wine bars, etc. Managing attendance confirmations and providing all relevant details including the event schedule and access instructions. Providing a dedicated space for meetings and interactions between wine producers and the B2B professional | Organization of the B2B Component: Identifying and inviting potential participants from the Horeca field, sommeliers, wine bars, wine bars, etc. | |

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| | | | | audience. | Managing attendance confirmations and providing all relevant details including the event schedule and access instructions. Providing a dedicated space for meetings and interactions between wine producers and the B2B professional audience. | |
| | | | | Facilitating Interaction: Creating an environment conducive to the exchange of information and experiences between wine producers and the professional public. Organizing wine tasting sessions to enable B2B attendees to explore the various offerings and make informed selections. | Facilitating Interaction: Creating an environment conducive to the exchange of information and experiences between wine producers and the professional public. Organizing wine tasting and presentation | |
| | | | | Follow up: Gathering feedback from B2B attendees to evaluate the event and identify strengths and areas for improvement. Providing additional information and support to producers and the professional public to strengthen relationships and further collaborations. | | |
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| | | | | <p>the Festival: Ensuring synchronization and integration of the B2B component with the rest of the Festival event to create a cohesive and effective experience for all attendees.</p> | <p>sessions to enable B2B attendees to explore the various offerings and make informed selections. Follow up: Gathering feedback from B2B attendees to evaluate the event and identify strengths and areas for improvement. Providing additional information and support to producers and the professional public to strengthen relationships and further collaborations.</p> | <p>Coordination with the General Component of the Festival:</p> |
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| | | | | | Ensuring synchronization and integration of the B2B component with the rest of the Festival event to create a cohesive and effective experience for all attendees. | |
| 1.7 Elaboration of the event concept and scenario | Elaboration of the event concept and scenario | POLAND | WINNICE MOLDAVII | <p>The economic operator will develop the Concept of the Wine Fest 2024 event</p> <p>Theme: Wines and Sparkling Wines</p> <p>The theme will reflect the delicacy and diversity of still and sparkling wines, offering a refined and sophisticated tasting experience.</p> <p>Launch of New Products:</p> <p>Discovering the latest innovations: The event will give attendees the</p> | <p>The economic operator will develop the Concept of the Wine Fest 2024 event</p> <p>Theme: Wines and Sparkling Wines</p> <p>The theme will reflect the delicacy and diversity of still and sparkling wines, offering a refined and sophisticated tasting</p> | |

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| | | | | <p>chance to explore the latest product launches in the world of still and sparkling wines, facilitating direct interaction with producers and sommeliers.</p> <p>Elaboration Scenario unfolded:</p> <p>Official Opening: A solemn moment that will mark the beginning of the event, with opening speeches and the introduction of the theme.</p> <p>Wine Tasting: Participants will have the opportunity to explore and taste an exceptional selection of still wines and sparkling wines under the guidance of experts in the field.</p> <p>Artistic Program: Background and ambient music to create a relaxing and enjoyable atmosphere for tasting and socializing.</p> <p>Presentation of the Concept and the</p> | <p>experience.</p> <p>Launch of New Products: Discovering the Latest Innovations: The event will give attendees the chance to explore the latest product.</p> <p>launches in the world of still and sparkling wines, facilitating direct interaction with producers and sommeliers.</p> <p>Elaboration Scenario unfolded:</p> <p>Official Opening: A solemn moment that will mark the beginning of the event, with opening speeches and the introduction of the theme.</p> <p>Wine Tasting: Participants will have the</p> | |
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| | | | | <p>Scenario: Power Point Format: The presentation of the event concept and scenario will be made in Power Point format, using graphics, descriptive text and images to effectively illustrate and communicate all relevant aspects of the event.</p> | <p>opportunity to explore and taste an exceptional selection of still wines and sparkling wines under the guidance of experts in the field.</p> <p>Artistic Program: Background and ambient music to create a relaxing and enjoyable atmosphere for tasting and socializing.</p> <p>Presentation of the Concept and the Scenario: Power Point Format: The presentation of the event concept and scenario will be made in Power Point format, using graphics, descriptive text and images to</p> | |
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| | | | | | effectively illustrate and communicate all relevant aspects of the event. | |
| 1.8. Podcast collaboration | Podcast collaboration | POLAND | WINNICE MOŁDAWIŁ | Presence/Mention of ONVV and recommendation of brands from the portfolio. The promotion will take place within a minimum of 4 episodes. ONVV will approve the podcast integration action. | Presence/Mention of ONVV and recommendation of brands from the portfolio. The promotion will take place within a minimum of 4 episodes. ONVV will approve the podcast integration action. | |
| 1.9 Event servicing | Event servicing | POLAND | WINNICE MOŁDAWIŁ | Security and Access: A staff of 4 people will provide private security, allowing access only based on the ticket or invitation and guaranteeing the smooth running of the event. Ticket sales: The economic operator will manage the ticket | Security and Access: A staff of 4 people will provide private security, allowing access only based on the ticket or invitation and guaranteeing the smooth running | |

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| | | | | <p>sales process, both pre-event and during it.</p> <p>Ticket sales during the event:</p> <p>At least 2 people will be designated to sell tickets at the entrance to the venue, throughout the day of September 14, ensuring an efficient and organized flow of participants.</p> <p>Cleaning:</p> <p>Security and Access:</p> <p>A staff of 4 people will provide private security, allowing access only based on the ticket or invitation and guaranteeing the smooth running of the event.</p> <p>Ticket sales:</p> <p>The economic operator will manage the ticket sales process, both pre-event and during it.</p> <p>At least 2 people will be designated to sell tickets at the entrance to the ticket or</p> | <p>of the event.</p> <p>Ticket sales:</p> <p>The economic operator will manage the ticket sales process, both pre-event and during it.</p> <p>Ticket sales during the event:</p> <p>At least 2 people will be designated to sell tickets at the entrance to the venue, throughout the day of September 14, ensuring an efficient and organized flow of participants.</p> <p>Cleaning:</p> <p>Security and Access:</p> <p>A staff of 4 people will provide private security, allowing access only based on the ticket or</p> | |
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| | | | | <p>throughout the day of September 14, ensuring an efficient and organized flow of participants.</p> <p>Cleaning: Ensuring cleanliness during and after the event as well as the evacuation of waste after the event.</p> <p>Service Delivery Term: All event services will be delivered within the event on 09/14/2024, ensuring optimal coordination and a quality experience for participants.</p> | <p>invitation and guaranteeing the smooth running of the event.</p> <p>Ticket sales: The economic operator will manage the ticket sales process, both pre-event and during it.</p> <p>Ticket sales during the event: At least 2 people will be designated to sell tickets at the entrance to the venue, throughout the day of September 14, ensuring an efficient and organized flow of participants.</p> <p>Cleaning: Ensuring cleanliness during and after the event as well as the evacuation of</p> | |
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| | | | | | <p>waste after the event.</p> <p>Service Delivery Term:</p> <p>All event services will be delivered within the event on 09/14/2024, ensuring optimal coordination and a quality experience for participants.</p> | |
| 1.10 Photo Services | Photo Services | POLAND | WINNICE MOTDAWII | <p>Photo services of the event:</p> <ul style="list-style-type: none"> - to be provided by 1 photojournalist with experience in photographing similar events, for the entire duration of the event, who will deliver a minimum number of 400-500 photos; - publication of photos on an electronic medium (memory stick) and their delivery by 20.09.2024 in web format and high resolution 300 dpi); | <p>Photo services of the event:</p> <ul style="list-style-type: none"> - to be provided by 1 photojournalist with experience in photographing similar events, for the entire duration of the event, who will deliver a minimum number of 400-500 photos; - publication of photos on an electronic | |

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| | | | | | medium (memory stick) and their delivery by 20.09.2024 in web format and high resolution 300 dpi); | |
| 1.1.1 Video Services | Video Services | POLAND | WINNICE MOLDAVIA | <p>Event video services: - to be provided by 1 operator; - production of 1 video of 3-5 minutes covering the entire event (post event, Full HD format).</p> <p>NB! The people involved in the photo-video services will be trained by an expert from ONVV at least one day before the event.</p> | <p>Event video services: - to be provided by 1 operator; - production of 1 video of 3-5 minutes covering the entire event (post event, Full HD format).</p> <p>NB! The people involved in the photo-video services will be trained by an expert from ONVV at least one day before the event.</p> | |
| 1.1.2 Design services | Design services | | | Realization of the graphic concept, layout of materials and their preparation for printing, modification/adaptation of materials, depending on the requirements of | Realization of the graphic concept, layout of materials and their preparation for printing, modification/ada | |

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| | | | | the printing house. Design services will include: - Elaboration and presentation of the location plan, the map with the indication of all the areas within the location and the indication of the participating wineries (jpg format, ai and others at the request of ONVV) – 1 piece; - event invitation design, format 20x9 cm, 4+4; - event ticket design, format 20x9 cm, 4+4; - the design of badges (for organizers, for representatives of wine companies, for the press, for photo-video), A7 format; - sign proposals and their design for wine companies participating in the event. Signs with the company name must be visible at the event; Size 0.8*0.4 m; - banner design with the map of the event | ptation of materials, depending on the requirements of the printing house. Design services will include: - Elaboration and presentation of the location plan, the map with the indication of all the areas within the location and the indication of the participating wineries (jpg format, ai and others at the request of ONVV) – 1 piece; - event invitation design, format 20x9 cm, 4+4; - event ticket design, format 20x9 cm, 4+4; - the design of badges (for organizers, for representatives | |
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| | | | | <p>(indication of all areas in the location) measuring 3 x 2.4 m;</p> <p>- the provider will develop 2 design proposals for the photo wall, containing specific decoration elements for online promotion; volumetric decor elements, instagram frame;</p> <p>- the design of the thematic brochure, with a volume of 60-65 pages that will include details about the company and the products that will be offered for tasting, A-6 format. Generate a QR code to inform visitors about the electronic brochure.</p> <p>Deadline for design services - 15.08.2024.</p> | <p>of wine companies, for the press, for photo-video), A7 format;</p> <p>- sign proposals and their design for wine companies participating in the event. Signs with the company name must be visible at the event; Size 0.8*0.4 m;</p> <p>- banner design with the map of the event (indication of all areas in the location) measuring 3 x 2.4 m;</p> <p>- the provider will develop 2 design proposals for the photo wall, containing specific decoration elements for online promotion;</p> | |
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| | | | | <p>volumetric decor elements, instagram frame;</p> <p>- the design of the thematic brochure, with a volume of 60-65 pages that will include details about the company and the products that will be offered for tasting, A-6 format. Generate a QR code to inform visitors about the electronic brochure.</p> <p>Deadline for design services - 15.08.2024.</p> | |
| 1.13 Printing services | Printing services | POLAND | WINNICE MOŁDAWI | <p>Printing services will include:</p> <p>- The pattern of invitations for the event: Quantity 100 pieces, of which 30 pieces are dedicated to B2B.</p> | <p>Printing services will include:</p> <p>- The pattern of invitations for the event: Quantity 100 pieces, of which 30 pieces are</p> |

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| | | | | <p>- The pattern of tickets for the event: Quantity 1000 pcs, format 20X9 cm, paper - 250 gr., matte, 4+4.</p> <p>- Badge pattern – quantity 50 pcs., A7 format, paper - 200 gr., glossy, 4+0 colors, with hole for laces and 100 laces for badges;</p> <p>- The pattern of indicators for the wine companies participating in the event - 25 pieces, made of foam board with the size of 0.8 * 0.4 m, with a system for attaching the indicators (double adhesive). In the case of using wooden supports owned by ONVV, their round-trip transportation and refreshment will be provided by the winning economic operator;</p> <p>- General map printing, metal case with printed banner, dimensions 3 x 2.5 m with assembly and disassembly included;</p> | <p>dedicated to B2B.</p> <p>- The pattern of tickets for the event: Quantity 1000 pcs, format 20X9 cm, paper - 250 gr., matte, 4+4.</p> <p>- Badge pattern – quantity 50 pcs., A7 format, paper - 200 gr., glossy, 4+0 colors, with hole for laces and 100 laces for badges;</p> <p>- The pattern of indicators for the wine companies participating in the event - 25 pieces, made of foam board with the size of 0.8 * 0.4 m, with a system for attaching the indicators (double adhesive). In the case of using wooden supports owned</p> | |
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| | | | | <p>-Printing the necessary materials for the stage according to the chosen design;</p> <p>- Printing the photo wall and the necessary materials for the photo wall according to the chosen design;</p> <p>- Printing the QR code for the thematic brochure of the event, in order to arouse the interest of the visitor to scan and provide the information about the event.</p> <p>The deadline for printing materials is 22.08.2024.</p> | <p>by ONVV, their round-trip transportation and refreshment will be provided by the winning economic operator;</p> <p>- General map printing, metal case with printed banner, dimensions 3 x 2.5 m with assembly and disassembly included;</p> <p>-Printing the necessary materials for the stage according to the chosen design;</p> <p>- Printing the photo wall and the necessary materials for the photo wall according to the chosen design;</p> <p>- Printing the QR code for the thematic</p> | |
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| | | | | brochure of the event, in order to arouse the interest of the visitor to scan and provide the information about the event. | |
| | | | | The deadline for printing materials is 22.08.2024. | |
| 1.14 Insurance and management services for participating wineries | Insurance and management services for participating wineries | POLAND | WINNICE MOLDAVIA | Managing all participants: - Indication of the location of each winery according to the location plan; - Providing informational support regarding the scenario of the event upon their request. - Ensuring the wines at the event, their consolidated delivery from the Republic of Moldova to Poland and ensuring their marketing process. | Managing all participants: - Indication of the location of each winery according to the location plan; - Providing informational support regarding the scenario of the event upon their request. - Ensuring the wines at the event, their consolidated delivery from the Republic of |

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| | | | | | Moldova to Poland and ensuring their marketing process. | |
| 1.15 Post event (follow-up) (within 3 working days from the date of the event): | Post event (follow-up) (within 3 working days from the date of the event): | POLAND | WINNICE MOŁDAWI | Elaboration of the event report in Power Point format containing: - organizational activities carried out; - allocated resources; - number of participating companies; - SKU number; - analysis of participation in the event, number of tickets sold, number of participants based on invitations; - analysis regarding the number of bottles tasted, the number of bottles sold, the number of corks collected; - the number of organizers involved in the event; - the main conclusions of the event, recommendations; | Elaboration of the event report in Power Point format containing: - organizational activities carried out; - allocated resources; - number of participating companies; - SKU number; - analysis of participation in the event, number of tickets sold, number of participants based on invitations; - analysis regarding the number of bottles tasted, the number of | |

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