

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIRS:
THE BIG 5 SAUDI CONSTRUCT 2024 and
THE BIG 5 GLOBAL DUBAI 2024

The Economic and Commercial Office of the Embassy of Spain in RIYADH in the name of ICEX SPAIN TRADE AND INVESTMENT, E.P.E., (from now ICEX), hereby convenes a tender for the construction, assembly, maintenance, and dismantling works of the Pavilion of Spain at the following International Trade Fairs:

Trade Fairs	Date	Venue	Estimated surface
THE BIG 5 SAUDI CONSTRUCT 2024	26-29 th February 2024	Ryadh Front Exhibition 6 Conference Center	240 sqm
THE BIG 5 GLOBAL 2024	November 2024	Dubai World Trade Center	464 sqm

Tender bidding specifications (VAT excluded).

If due to the nationality of the company, taxes associated with the execution of this contract are not applicable, please indicate expressly in the tender (Document 3).

ICEX is a Spanish institution based in Spain for all purposes.

The tenders should include a breaking down in which the price offered, and VAT must be clearly described and separated.

ICEX will evaluate the tenders based on the offered prices, excluding taxes. All tenders must be submitted in USD excluding VAT (taxes must be clearly described and separated).

Estimated surfaces:

- THE BIG 5 SAUDI CONSTRUCT 2024 240 sqm
- THE BIG 5 GLOBAL 2024 464 sqm
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The price offered shall be of maximum 270 USD/sqm, VAT excluded.

The price tendered by the bidding company for net surface may not exceed One hundred ninety thousand eighty US Dollars (190.080 USD) – 270 USD/sqm x 704 sqm – VAT excluded. Any quotation exceeding this amount will be dismissed.

All tenders and dressing projects must be sent in electronic format **ONLY** to tenders@icex.es no later than **January 9th, 2024, 14:00 hrs Riyadh** local time.

Riyadh, on the date shown by signature.

ICEX Board of Directors

By Delegation (Resolution of 30th September 2021 BOE [Official State Gazette] num 243 of October 11th, 2021),

Leonardo Rodriguez García
Trade Commissioner - Spanish Economic and Commercial Office in Riyadh

This service/activity can be subject to European Union's financing through the European Regional Development Fund (ERDF).

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION A- GENERAL TERMS AND CONDITIONS

FIRST. - Object

The object of this Tender is the selection of a Dressing Contractor who shall be awarded the execution of the construction, assembly, maintenance and dismantling works concerning the Pavilions of Spain at the following 2024 Trade Fairs and the purpose of the same is to achieve the best ratio between price and quality, wherefore ICEX is entitled to award the Tender to that Dressing Company which, at its sole judgement and pursuant to the offer submitted, provides the best terms:

Trade Fair	Date	Venue	Estimated surface
THE BIG 5 SAUDI CONSTRUCT 2024	26-29 th February 2024	Ryadh Front Exhibition 6 Conference Center	240 sqm
THE BIG 5 GLOBAL 2024	November 2024	Dubai World Trade Center	464 sqm

If the trade fair organizations decide to move the date of the shows to a new date in 2024, postpone its celebration to 2025, or even cancel 2024 edition so that the shows would be held in 2025, it will be understood that the established agreement between the successful Awardee of the tender and ICEX will be valid for the decoration of the Pavilion of Spain at THE BIG 5 SAUDI CONSTRUCT and THE BIG 5 GLOBAL on those new dates.

Consequently, after signing the agreement, the contractor will not start any production work until ICEX gives the appropriate instructions once the definitive fairs dates have been set. These instructions will be given sufficiently in advance so that all the works can be accomplished.

SECOND. - Award Procedure

The selection of the awardee company of this Tender shall be conducted, pursuant to the internal regulations of ICEX, and following the application of the criteria which are listed here below, based on the weighted values assigned to each of them.

CRITERIA	MAXIMUM POINTS
C.1. Economic Offer /Budget. <u>Economic Offer /Budget must be in Document 3.</u>	30
Lowest price: maximum score. Rest of the offers: formula to be applied: "points per offer = (lowest price / each offer price) X maximum score per criteria"	
C.2. Understanding of the design. <u>Understanding of the design must be in Document 2</u> Correct comprehension of the project based on layouts and views provided by the bidder	6
C.3. Quality of materials proposed. <u>Quality of materials proposed must be in Document 2</u>	29

Compliance with tender specifications of all the main elements of the project, based on the samples, pictures, descriptions and construction details provided by the bidder		
1. Structure		16
1.1 Flooring:		
• Good quality material for the platform finishing (max.1 point)	MAX: 1	
• Minimum height of the platform to avoid construction of ramps (máx 1 point)	MÁX: 1	
• Perimeter of the platform with same finishing material as the platform and with a continuous look (max. 1 point).	MAX: 1	
1.2 Walls:		
• Good quality walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish (max. 5 points).	MAX: 5	
1.3 Backlit displays:		
• Good finish, white continuous light to include graphics (max. 4 points). • Perimeter finished as invisible as possible required. All trimming must flush with border (max. 4 points)	MAX: 8	
2. Identification:		13
2.1 Backlit displays boxes used as overhead ID and Exhibitors' booths and ICEX identification systems must be built using frames flushed with the box limits and canvas printed in maximum quality and perfectly installed. (Max 5 points)	MAX:5	
2.2 Metal frames as thin as possible required for light boxes (photographs or drawings of construction details required) s are required and the construction guaranties. Good quality of lighting and support (max. 4 points)	MAX:4	
2.3 Backlit cubes or other display configurations hung from the Hall ceiling-if permitted- to be provided including graphic artwork production, installation and production of items, a maximum of 3 is requested (max. 4 points)	MAX: 4	
C.4. Graphics. Graphics must be in Document 2		10
3.1 Companies graphics		
Good quality of printed images based on descriptions and pictures (max. 2 points)	MAX: 2	
3 Good quality of the cut-out vinyl based on pictures (max.1 point)	MAX: 1	
3.2 Signage		
Good quality of printing material of ID elements high and ID lateral panels based on pictures (max. 3 points)	MAX: 3	
3.3 Graphic artworks management and adaptations		
Management and adaptations required of all artworks from exhibitors as well as production of institutional artworks for any support required (max. 4 points)	MAX: 4	
C.5. Electricity and lighting. Electricity and lighting must be in Document 2		9
Layouts showing adequate location and number of recessed lights/spotlights to light the graphics and booth. Specifications about lighting equipment indicating colour temperature of each item (max. 6 points).	MAX: 6	
Same temperature colour for all lights (max. 3 points).	MAX: 3	

C.6. Furniture. Furniture must be in Document 2		5
Quality of the proposed furniture. Evaluation based on the pictures and descriptions provided by the bidder (max. 5 points).	MAX: 5	
C.7. Cleaning. Cleaning must be in Document 3		4
Adequate planification of the cleaning tasks, assuring a proper cleaning in time (max. 4 points)	YES:4 NO:0	
C.8. Environmental. Environmental proposal must be in Document 3.		4
The proposal includes materials whose composition is recyclable and respectful of the environment as well as proposals associated with the elimination of single-use materials. (Max. 2 points)	YES:2 NO:0	
The proposal includes description of the waste policy for deteriorated materials that will no longer be used at the fairs subject to this tender as well as proposals for reuse, recycling, destruction, etc. (Max. 2 points)	YES:2 NO:0	
C.9. Improvements. Improvements must be in Document 3 Any improvement that does not involve an additional cost for ICEX nor exhibitors and that is not included above. In particular, the following:		3
Professional photographic report of the physical result of the project showing various points of view and scales of the pavilion of Spain as a whole and of each individual booth, and furniture item as well as the id elements _with and without people. It is compulsory to use a professional photographs service, (Max. 2 points)	YES:2 (Max.) NO:0	
Reinforcement of booth walls in case an exhibitor requires this extra for exhibiting products (Max 1 point)	YES:1 (Max.) NO:0	
Total		100

Responses C2 to C6, both inclusive, will be scored as follows:

0% of allocated points	It does not contribute anything relevant or additional to what is required, or Proposal simply states that the bidder can meet some or all the requirements but does not provide information or detail on how they will do so
20% of allocated points	Low
50% of allocated points	Compliant
75% of allocated points	Fully Compliant
100% of allocated points	Exceeds Requirements

Tiebreaker Criteria.

In the event of a tie in the score obtained by two or more bidders, it will be resolved by applying the social criteria indicated below, in order and referring to the end of the proposal submission period. The supporting documentation of the tiebreaker criteria referred to in this clause will be provided by the bidders at the time the tie occurs, and not beforehand.

- Greater percentage of workers with disabilities or in a situation of social exclusion in the workforce of each of the companies, prioritizing in case of equality, the greater number of permanent workers with disabilities in the workforce, or the greater number of workers included in workforce.
- Lower percentage of temporary contracts in the workforce of each of the companies.
- Greater percentage of women employed in the workforce of each of the companies.
- The tie if the application of the previous criteria had not given rise to a tiebreaker.

ICEX reserves the right to collect information on any incomplete aspects or questions that may arise from the bids submitted by the participating companies. Participating companies must correct the defects by the deadline indicated in each case.

Every Company taking part in the tender shall receive appropriate notice on whether ICEX has decided to award them the Contract or otherwise.

ICEX may consider that no bidders qualify for the award of the tender if following the bids and documents submitted these do not comply with minimum requirements like solvency of the Contractor, the technical project, its suitability, or the prices quoted.

ICEX reserves the right to revoke the award at any time if the winning bidder fails to fulfil any of the requirements in the Call for Bids and the Terms and Conditions governing the tender.

The bidder with the highest score will be informed of the award as soon as possible.

THIRD. - Award sum

The price offered by the bidders shall include, among others, all expenses even those regarding fluctuations in exchange rates and cannot be modified during the period of the agreement and, if applicable, its extensions, unless express Contract thereon by the Parties.

The price tendered by the bidding company for net surface may not exceed **190.080 USD** (One hundred ninety thousand eighty US Dollars) – **270 USD/sqm x 704 sqm** – VAT excluded.

Same sqm price for each Show, itemized 2024 editions:

THE BIG 5 SAUDI CONSTRUCT 2024	240 sqm	270 USD/sqm	64.800 USD
THE BIG 5 GLOBAL 2024	464 sqm	270 USD/sqm	125.280 USD

Any quotation exceeding this amount will be dismissed.

This is an estimated cost; if the Sqft of the Pavilion vary, it will imply a variation of the cost, according to the price per Sqft and element.

The price per square meter specified in the tender, may not be varied, or amended in any way by the Awardee, during the period of the Contract and following extensions, unless express agreement thereon by the Parties.

The price per square meter tendered must include all works regarding the construction, assembly, provision and connections of additional mechanisms and devices necessary to make all the equipment work, even those rented by the exhibitors such as refrigerated displays, audiovisuals, etc., maintenance and disassembly of the Spanish Pavilion, as well as all expense items arising from transport from and to the site where the Fairs are held, and the necessary equipment for

assembling and dismantling the Pavilion, warehousing and transport of loads within the Fairs and rental of whatever other services are required within the Fairs in order to execute the Agreement.

The price must also include:

- Set up, maintenance and dismantling labours, supervisor labours, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.
- Electricity and Power supply. All electrical installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official contractor of the Fair).
- Disposal of Waste. The wastes from the exhibition, used materials, and all other wastes in and around the booth shall be removed by the awardee (Construction and exhibitors wastes). The expenses for the disposal work shall be borne by the awardee. Cleaning of the Pavilion during assembly, celebration and dismantling periods.
- Civil liability insurance that covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors, or any other person during, or as a consequence, of the assembly, dressing or dismantling of the Pavilion.

No additional extra costs will be accepted.

FOURTH. – Estimated Contract Value

The **estimated value of the contract** considers the value of the first contract and the value of two 2) possible extensions.

According to the latter, **the estimated total contract value** of these contract is **570.240 USD (VAT excluded)**, which includes the following amounts:

- | | |
|------------------------------------|--------------------|
| - Main contract maximum budget: | 190.080 USD |
| - First extension maximum budget: | 190.080 USD |
| - Second extension maximum budget: | 190.080 USD |
| - Amendments (max. 20%): | 38.016 USD |

FIFTH. - Price and payment arrangement

The total price will be paid, following submission of the appropriate invoice, in the terms that ICEX and the Awardee Company agree.

ICEX will satisfy the amount specified in the tender for the main contract in instalments. The first instalment of 50% will be paid upon contract signing and Contractor's presentation of the corresponding invoice.

The second instalment corresponding to the remaining 50% of the total price agreed will be paid within thirty (30) days after the conclusion of the fair upon presentation of the corresponding invoice, issued in USD, once the penalties, if any, have been deducted.

Administrative requirements for billing:

- Invoicing details:

All invoices must be billed to:
ICEX España Exportación e Inversiones, E.P.E.

VAT number ESQ2891001F
Paseo de la Castellana 278
E-28046 Madrid (Spain)

And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office in Riyadh
Olaya with Khurais street -MIZAN TOWER-, P.O. BOX 94347
Riyadh 11693 - Saudi Arabia
Telephone: +966 11 464 51 25, +966 11 463 44 75
Email riad@comercio.mineco.es
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)

SIXTH. - Procedure

This briefing will be circulated to multiple Companies, and will be published on the Trade Commission of Spain's portal link <https://www.icex.es/es/quienes-somos/donde-estamos/red-exterior-de-comercio/SA/convocatorias>

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to **January 5th, 2024, at 14:00 PM Riyadh.**

Please note that any expenditure incurred by candidate Companies in the preparation of the proposals presentation and quotes will be at the expense of those companies involved. Submission of the offer will not generate any fees or reimbursement of any type of expenses.

Submission of an offer and participation in this tender implies the Company express acceptance of all the points contained in this briefing.

The proposal needs to be sent via email to tenders@icex.es no later than **January 9th, 2024, at 14:00 hours (PM) Riyadh.**

All files should not exceed 4mb in size if sent as attachment; should files be larger, use a file transfer service, which you have verified works.

The proposal will need to be presented in English, electronically as a pdf and where appropriate, use Excel for numbers.

All competing Companies submitting a proposal should be aware that ICEX Legal Services will review the documentation submitted to ensure that they comply with the requirements of this brief.

After verifying compliance with the Company requirements (see Document 1), the technical offer (work proposal see Document 2) will be reviewed and evaluated. Once the evaluation scores have been assigned to the technical proposal, the economic offer and automatic criteria (see Document 3) will be opened and evaluated. **The price contained in the economic offer** (see Document 3) will not be known until that moment.

A decision will be made within an estimated period of 4 (four) weeks from the published proposal due date. The decision will be officially notified via email, to enable the selected agency to begin work promptly.

Proposals not submitted within the deadline will be excluded.

Non-compliance with any of the requirements established in the present briefing will result in the disqualification of the Company concerned.

IMPORTANT: Proposal submission must be divided into **three (3) separate documents** detailed as follows:

All the documentation shall be submitted **only** in ELECTRONIC FORMAT.

1- Document 1: LEGAL DOCUMENTATION TO BE SUBMITTED

The Tenders shall provide detailed information about their companies with reference to the following items:

- Legal status, structure, size (turnover, number of employees).
- All competing bidders will be required to provide a solvency report in order to prove that the annual volume of business, referred to the best exercise within the last three available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than USD 190.080.
- Mention of other dressing projects in which they have been involved in the last three years, with special stress on dressing projects for National Pavilion at Trade Fairs.
- As well as a Letter of acceptance signed by a legal representative of the company whereby, they accept each and every term and condition set out in this Call for a Dressing Tender and its Bidding Specifications.

2- Document 2: TECHNICAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the bidders:

The offer must necessarily include:

- Plans of the proposal, including ground plans elevations with dimensions, and overall perspectives to show a proper comprehension of the project.
- Project specifications, including finishes, materials and building processes. These specifications must take into consideration the aspects indicated in the "Specifications of Works".
- Specifications and details of the overhead's structure enlightenment. Specifications and technical details, including lux and temperature of light data, design, and type of the luminaires, colour and adjustability of the spotlights.
- General Lightings in booths. Specifications and technical details, including lux and temperature of light data, design, and type of the luminaires, colour and adjustability of the spotlights.
- Construction details or pictures of all the main elements of the project, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions.
- Photographs of the furniture.
- Perspectives and/or 3D computer graphics to show a proper comprehension of the project.

The information provided in Document 2 does not clash with the information required in Document 3. The tenderer must avoid introducing in Document 2 any reference to the prices.

- Only this information prepared by the bidders included in Document 2 will be used to evaluate in accordance with the criteria set forth in this tender.

3- Document 3: ECONOMICAL PROPOSAL, CRITERIA C.7. CLEANING, CRITERIA C.8. ENVIRONMENTAL CRITERIA & CRITERIA C.9. IMPROVEMENT

Documentation to be submitted by the bidders:

3.1 ECONOMICAL PROPOSAL

Economic proposal must be in (USD). ICEX will evaluate tenders based on the offered prices, VAT excluded.

The tenders should include a breakdown in which the price offered, and taxes are clearly separated.

Proposals exceeding the maximum available budget 190.080 USD, excluding VAT, will not be considered.

- Breakdown of the total cost in estimated percentage:
 - Previous works-Production (booths, electricals, water, etc): %
 - Site works (set up and dismantling): %
 - Transportation, load and unload service: %
 - Management and operation services fees: %
- Detailed budget by chapter and by item, stating the unit prices.
- **Handling Charges/Drayage estimate.**
- **Electricity and Power supply.** All electrical and pipe installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official contractor).
- Annex C, Economical Offer duly fulfilled.

3.2 AUTOMATIC CRITERIA: C.7 Cleaning, C.8. Environmental Criteria & C.9. Improvement Criteria

Annex D duly fulfilled.

ICEX will evaluate tenders based on the offered prices, VAT excluding.

The tenders should include a breakdown in which the price offered, and taxes are clearly separated.

Proposals exceeding the maximum available budget 190.080 USD, taxes excluded, will not be considered.

SEVENTH. -Entering into an Agreement

The legal relationship between the successful Awardee of the tender and ICEX shall be recorded following the execution of a Contract. Prior the signing of this Contract, the Awardee must submit within the terms established for the same, the documentation foreseen in the Schedule of these Bidding Specifications (Annex 1 and Annex 2 only for the Awardee) within the terms established for the same.

EIGHTH. – Procurement Board

Appointed members of the Procurement Board for purposes of this tender will be:

President	Elisa Carbonell	General Director of Internationalization
Substitute	Pablo Conde	Industrial Technology and Professional services Director
Member	Sonsoles Huidobro	Deputy Director Industrial Technology and Professional Services
Substitute	Natalia Vime	Architecture and Trade Shows Design manager
Member	Ana Moreno	Build and Design Head of Department
Substitute	Fernando León	Professional Services head of Department
Member	Carolina Fernandez	Built and Architecture Manager
Substitute	Paz García-Poggío	Professional Services Manager
Secretary	Pedro Patiño	Deputy Director of Procurement
Substitute	Elena Menendez	Member of the Procurement Department.

NINETH. - Extension of the contract

In order to uphold the institutional image of Spain at International Trade Shows or Fairs, ICEX hereby reserves the right to extend the contract signed with the Awardee for a maximum of the following two (2) editions of the Trade Fair regardless the date of execution without convening a new tender.

The general terms and conditions of the Bidding Specifications governing this Tender shall apply to the extension.

TENTH. – Modification of the contract

Once the contract has been formalized, the modifications considered necessary for its correct execution may be agreed, as long as they do not alter the global nature of the initial contract or imply a substantial modification. For these purposes, those whose cost implies a variation in the contract price of more than 20% will be considered a substantial modification.

Possible changes in the contract price may be due to a change in the fair location or to new functionalities in the program of needs and / or equipment of the institutional stand or company stands, the inclusion of elements that reinforce the signage at height, which it may be necessary to introduce in this or the next two (2) editions of this fair if the contract is extended.

In this case, the successful tenderer will provide in writing, at the request of ICEX, the technical, economic, and other conditions, before carrying out any modification to the contract. The modification must be previously approved by ICEX and formalized in the corresponding contract.

ELEVENTH. - Force Majeure or restrictions imposed by the Fair Ground Authorities

The successful Awardee of the tender and ICEX will not be responsible for the damages and losses caused to the other party for delays or breaches of the contract that bring their cause in cases of *force majeure* or restrictions imposed by the Fair Ground Authorities. The duties of this contract will be considered suspended while the situation of *force majeure* or trade fair restriction lasts, and the parties will try to reach an agreement in good faith that benefits their respective interests as much as possible. In any case, the party that has knowledge of these facts must inform the other as soon as possible so that said duties are suspended or that the measures deemed appropriate are adopted. If the cause of *Force Majeure* or trade fair restriction extends in time until 2024, either

party will be entitled to request the termination of the contract without having to indemnify the other party for it.

TWELFTH. - Cancellation or postponement of the fair

In the event that the Tradeshow is not held in 2024 or 2025, or the Pavilion is cancelled in 2024 and 2025, ICEX shall solely satisfy the expenses incurred by the Contractor as from the date of award of this contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. To be reimbursed, the Contractor shall previously submit all documentary invoices of the expenses incurred up to that date. In the same way, the Contractor shall reimburse ICEX the amount advanced of the expenses not incurred.

THIRTEENTH. -Execution of the contract

ICEX Project Manager is ultimately responsible for setting up the Pavilion. In the absence thereof, the Coordinator or Manager of the Pavilion will have ultimate responsibility. Any specific requests made by the exhibiting companies shall be responded to after consulting Project Management. The successful bidder shall not, under any circumstances, respond directly to oral requests.

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twelve (12) hours before the Trade Fair Opening at latest except in the event of force majeure or restrictions imposed by the Fairground Authorities. The last day of such works shall be devoted to cleaning tasks in general and attention to stands.

Every stand must be completely cleaned before the arrival of the exhibitors, once again, the stands must be completely cleaned one (1) hour Project specifications, including finishes, materials and building processes. These specifications must take into consideration the aspects indicated in the "Specifications of Works".

Before the opening, being this the sole responsibility of the Contractor. The successful bidder shall also be responsible for compliance of all regulations established by the venue's Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the show. This must be included in the overall price.

All works must be conducted pursuant to the technical specifications set out in these bidding specifications (Section B) and with adequate materials/furniture and finish, whereby faulty or low-quality materials shall not be acceptable.

The Awardee is likewise obliged to dismantle the stands within the term and provisions contemplated in the Regulations of the Enclosure, as well to the instructions given by ICEX or its representatives at the Trade Fair.

FOURTEENTH. - Obligations of the Contractor

The Contractor shall be responsible for compliance of all technical regulations established by the Trade Fair Regulations, and to submit them layouts needed for approval as well as for the payment of the deposits asked by Organisers to allow the works at Exhibition Hall that must be included in the Tender price.

The Contractor shall avail itself of the necessary human and technical resources in order to meet its obligations. In the event that the Contractor subcontracts any of the works herein assigned to the latter, only the Contractor shall be held liable to ICEX, without recourse to the subcontracting company.

Likewise, the provisioning of services and obtaining the necessary permits and authorisations and insurance required to undertake the assembly, dressing and dismantling works concerning the Pavilion shall be fully met by the Contractor. In any event, the Awardee must take out a civil liability insurance which covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors or any other person during, or as a consequence, of the assembly, dressing or dismantling of the Pavilion. All costs arising from these items must be set out in the financial tender submitted.

The Contractor hereby undertakes that throughout the assembly process of the Pavilion, it shall appoint a person vested with sufficient capacity to order the changes which may be required following unforeseen or uncomfortable circumstances during the assembly process.

The Contractor shall likewise provide ICEX with the number of workers required to help the exhibitors during the afternoon previous to the Trade Fair inauguration and the morning in which the Trade Fair has been inaugurated and at least two (2) members of its “in-house” personnel to ensure “on-site” proper maintenance of the Pavilion throughout the Tradeshow.

ICEX is entitled to amend or cancel specific items and in that event the Contractor shall be notified of the foregoing sufficiently in advance.

FIFTEENTH. - Ownership of the designs

All designs used in the Spanish Pavilion are the proprietary ownership of the ICEX, and may not be reproduced, copied or used by the Contractor for any other clients or projects.

SIXTEENTH. – Subcontracting

The contractor will not be allowed to subcontract any of the works assigned hereof, unless ICEX previous authorization. In that event, exclusively the contractor will be held liable before ICEX for the works or omissions of the subcontracted company.

SEVENTEENTH. - Health and Safety at Work

The Awardee shall be responsible for compliance of all industrial, health and safety regulations established by the legislation of the country in which the Trade Fair is held and by the Regulations of the Enclosure.

EIGHTEENTH. – Penalties

18.1 Assembly

ICEX may impose penalties following an inadequate or poor finish, the use of faulty or badly preserved materials, and in general, for any assembly deficiencies. Such penalties shall be reckoned pro rata to the damages caused.

Any delivery delay on the agreed schedule (12 hrs before each one of the Trade fair Openings) shall entail a 4% penalty on the total amount of the Agreement for each of the first three (3) hours or fraction of an hour, with an additional 10% surcharge from the fourth to the sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be more than the result of applying 50% to the total consideration of the Agreement.

In the event that the works are not completed when the opening of the Fair takes place, ICEX may, notwithstanding the penalties foreseen in the foregoing paragraph, claim damages from the

Contractor (likewise referred to as the Awardee).

When delay in completion of works is due to any breach of the Trade Fair Regulations, the penalty system abovementioned shall be enforced.

If all the required elements of the stands are not made available to the participants in due time and manner, ICEX is entitled to apply the penalties it deems appropriate, and ICEX reserves the right to lease such elements to third parties.

18.2 Dismantling

ICEX may establish penalties in the event of an inadequate dismantling and withdrawal of the elements used in connection with the decoration of the Pavilion, pursuant to the Fair Grounds Regulations thereon pro rata to the damages caused.

Breach of the dismantling schedule as set out in the Fair Grounds Regulations shall entail the application of a penalty to be determined by ICEX which in no event shall be less than 10% of the aggregate consideration for the Contract.

NINETEENTH. – Termination

ICEX is entitled to terminate the Contract following a breach of the Contractor of any of its contractual obligations, in addition to any claim for damages and legal remedies which may be available.

TWENTIETH. - Applicable legislation

Dressing works shall be governed by the terms of the contract entered between the awardee Contractor Company and by the tender specifications, which shall be incorporated to the same, and in default of the above, the Spanish legislation shall be applicable.

TWENTY-FIRST. – Jurisdiction

In order to solve any dispute, disagreement, issue or claim which may arise from the performance or construction of the Contract executed with the successful Awardee of this tender, the matter will be referred to the ordinary Courts. The parties, renouncing the jurisdiction that may correspond, expressly submit to the Courts of the city of Madrid.

Riyadh, on the date shown by signature.

ICEX Board of Directors
By Delegation (Resolution of 30th September 2021 BOE [Official State Gazette] num 243 of
October 11th, 2021),

Leonardo Rodríguez García
Trade Commissioner - Spanish Economic and Commercial Office in Riyadh

This service/activity can be subject to European Union's financing through the European Regional Development Fund (ERDF).

SECTION B – TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS

Trade Fair	Date	Venue	Estimated surface
THE BIG 5 SAUDI CONSTRUCT 2024	26-29 th February 2024	Ryadh Front Exhibition 6 Conference Center	240 sqm
THE BIG 5 GLOBAL 2024	November 2024	Dubai World Trade Center	464 sqm

The bidder must submit a proposal fitted to the design provided however ICEX will be open to assess light changes in the project.

Therefore, it must contain items and materials that the bidder deems appropriate for this purpose.

The Awardee shall be responsible for compliance of all technical regulations established by the Trade Fair Regulations, and to submit them layouts needed for approval as well as for the payment of the deposits asked by Organisers to allow the works at Exhibition Hall that have to be included in the Tender price.

All materials used in the stand construction must be properly fireproofed in accordance with local regulations.

The plans attached are only indicative. A final layout will be sent, if necessary, to the awardee in good time before the dates of the Show. The modifications will be made by the contractor at no extra cost.

Furthermore, the decorator undertakes to pay any fee arising from performance of work outside hours at the venue, and any other fee that the venue organization might request, both at the beginning and at the end of the show, which are not included in these specifications.

The bidder must consider in its quotation the following works:

- *Pictures of the materials should be included in the bid in order to value its quality.*

C.2. DESIGN AND CONSTRUCTION

The pavilion of Spain project for THE BIG 5 2024 has the intention to enhance the presence and image of Spain and the Spanish exhibitors and serve as a platform for every exhibiting company to freely customize its image inside its own space.

The idea is to build overhead light boxes, reaching the maximum permitted height, so as to improve our visibility as well as to identify our country by using backlit graphics on every side of each of them.

The “Boxes” will be backlighted on every side.

- ✓ These large box-shaped structures will be built on top of the lower part of the pavilion occupied by the exhibiting booths.

ICEX is very concern with the finishing quality of all the Pavilion’s elements.

A photograph of a swatch of the proposed materials for the different elements (carpet, melamine panels, plexi boxes, PVC canvas,) and/or a short-written description of its quality and technical characteristics to be included in the tender.

The tenderer is required to include construction details of specific solutions such as construction of overhead backlit id, booths id system, etc.

C.3.QUALITY OF THE MATERIALS PROPOSED AND INFORMATION ON REQUIREMENTS

1. STRUCTURE

1.1__Flooring

Stands with wooden floor white finish, edges finished in white. There will not be any treatment of the aisles.



Labour to remove all floorings after show closes and all relevant labour costs related to the floorings to be included.

1.2. Supporting structure and partition walls

For the overhead part of the “boxes” a light structure providing maximum spam between supports is required.

The overhead boxes will be supported by the storage rooms in most of the cases.

Should any of them require being supported by pillars, no pillars bigger that 10 cm x 10 cm aluminium pillars will be accepted (aluminium Octanorm Maxima pillars or similar to be provided).

There will be one light box per island [longitudinally placed in most of the cases] Each one must be four sides backlighted, all graphics to be provided by ICEX.

All white finish walls to be perfectly anchored and secured.

Two different heigh partition walls are required:

- Central party wall-back wall for each booth- and storage rooms’ construction 3.00 m high.
All walls and storage rooms [one of different surface but usually 1m x 1m per exhibitor], although they may not appear on the enclosed documents, will be built by the contractor at no extra cost.
- Lateral walls 2.00 m high

The following will be valued in the WALLS section (max. 5 points):

- Good quality walls, with a continuous look without any spaces of structural elements between the panels, melamine or high-quality spray paint finish. (max.5 points)



Perfectly flat surfaces with no visible joints required. All walls must be well anchored and secured.

For all the walls, modular systems with visible joint elements will not be admitted. A continuous look must be achieved without any space of structural elements between the panels.

All installations must be concealed inside the walls.

2. IDENTIFICATION

2.1__Backlit displays

White and bright light is always required.

All backlit displays must be built to ensure that the perception of it is that of a continuous and homogeneous backlit surface with no light and shadow areas.

Colour temperature must be 5000-5500K.

- **Overhead national ID**

Every island or separate booth will have an overhead id built as a giant lightbox which is placed on the longitudinal axe of the island (or on top of the back wall in case of separate booths) and reaching maximum permitted height.



For these lightboxes only LED technology is acceptable. LED linear homogeneous lighting lights in sufficient amount to get a shining effect is required. Most of the occasions the background of the artwork will be red.

All construction frames to flush with the box limits.

frames.

Minimum shape structure

- **Booth's identification system**

Every booth will be identified on both of its lateral separation walls by a white-opal backlit plexi box 30 cm (L) x 200cm(H) x 7 cm (same thickness as the wall so as to provide continuity of wall and plexi box)

This lightbox must be built to ensure that the perception of it is that of a continuous and homogeneous backlit surface with no light and shadow areas.

On both long sides it will include in vinyl cut out lettering: the exhibitor's name, booth number as well as a round sign (a kind of dartboard) in our flag colours. See enclosed plans for details.



The Exhibitor's name and booth numbers is to be produced in black or dark grey vinyl cut, text font is Helvetica NeueLT Pro 45 Lt Occidental.

All lettering located on the separation walls (id panel) to be produced in vinyl cut adhesive.

The front side wall of the storage room will be occupied by a lightbox. ICEX or each exhibitor will provide the artwork to produce a PVC canvas which has to be installed on its front. Dimensions and details to be seen on the enclosed plans.

All, lightboxes to be built using an almost invisible frame such as per this sample. No wood or other frame will be accepted. (Frames must flush mounted and almost invisible) All graphics to be installed using an invisible system.



C.4. GRAPHICS

Good quality of printed images based on descriptions and pictures.

Good quality of the cut-out vinyl based on pictures.

Management -- direct relationship with exhibitors and ICEX --of files and information, adaptations, etc required.

Production of all artworks to be used in the pavilion must be included.

Good quality of printing material of ID elements high and ID lateral panels.

C.5. ELECTRICITY AND LIGHTING

The contractor will be in charge (and will be held responsible) of the electrical fittings and general supply power orders. All power and electricity costs must be included in the Tender.

The Contractor will carry on all works related with power installations starting from the general supply points, all the necessary spotlights, display lighting, general lighting, power points and labour, included in the tendering price.

The Contractor will also carry out all subsequent procedures with the official contractors and coordinate with them.



It is compulsory for backlit displays and all other lighting system in the Pavilion to use LED technology with the aim of reducing the thickness of construction elements and saving in electrical fees.

High lighting LED. The number of spotlights for each exhibitor will be based on at least having 500 lx on the working plane and have to guarantee a homogeneous lighting.

Anyway, as many spotlights as possible have to be placed so as to warranty a perfect lighting level.

If possible hidden lighting solutions will be appreciated.

Recessed linear light to enlighten each exhibitor back wall is required.

Arm spotlights should be placed on top of the separation walls to provide general and specific light inside the booths as well as on the rear walls.

Simple high quality

The idea is to have a homogeneous bright lighting all above the complete surface of the booths.

It will be highly appreciated if the tenderer considers that can include a general lighting using technical trusses with the necessary downlights or spotlights, suspended from the ceiling venue.

All the lights will have the same temperature colour (approx. 4300 K).

The backlit walls of the lower part of the boxes structure must be bright and provide a correct way to illuminate the graphics, avoiding shadows casted by the structure, visible seams or wrinkles.

Information area:

A lighting solution must be provided to correctly light up this area and its graphics.

Storage room:

Enough lighting inside the storage rooms is required.

A solution must be given by the bidder to hide all the electric wires and the light lanes for the general lighting.

Please send specifications of the lamps and drawings showing the location of the lights.

Labor to install, assemble, connect, and hang all the lights must be included in the tender.

C.6 FURNITURE

Quality of the proposed furniture evaluated based on the pictures and descriptions provided.

Each booth is provided with one set of furniture for each 12 meters of surface or fraction thereof.

The following elements should be included in the price tendered for booths from 12 sqm up to 45 sqm, for booths from 46 sqm up to 130 sqm, two sets of furniture will be provided. A list of final exhibitor's requirements will be sent to the contractor in good time before the dates of the Show.

- 1 white laminated top round table.
- 4 white chairs per table.
- 1 wastebasket
- 2 white melamine or wood white podiums. The exhibitor will decide among following sizes, (50x50x100 cm, 50x50x75 cm, 50x50x50 cm). 2 podiums of the same size can be replaced by a double one without visible join elements. See enclosed plans.
- 2 sloped or flat white melamine shelves 40 cm. (W) x 150 cm. (L). The bidder optionally can add a LED stripe to light up the exhibitors' products on display. No visible structure or supports system accepted.
- 1 lockable showcase counter (100x50x100 cm.) made of white melamine or wood white finish. It must include lockable storage space with an inner shelf. The quality and simple design of this counter will be appreciated. No aluminium modular system accepted. A logo occupying the complete front of the counter is required. The artwork will be provided by ICEX.
- 2 standard electrical outlets. Information about Volts, Watts, Amps and Herzs is required.
- 1 storage room with a lockable outswing door for each exhibitor.
- Shelves, 1 socket and 1 wall coat hanger inside the storage room are required.



ICEX reserves the right to interchange furniture items of this basic equipment between exhibitors at no additional cost (this should happen only in case one exhibitor rejects one or several items provided in his equipment basic pack).

The quality and design of the furniture will be appreciated. No system-made furniture will be accepted.

The exhibitors will have the option to order items in addition to those included in the basic set of furniture.

A catalogue of every item of furniture including dimensions, characteristics, photographs as well as individual price is required as well as for following items which are not included in standard set:

- Fridge, (electrical outlet 24h included in the price).
- Plasma screen 42"+ HDMI + socket. (Completely installed)
- Spotlight 1400 lm.
- Spotlight 4200 lm.
- Brochure's display.

A definitive list of the exhibitors' final orders will be sent by ICEX in good time before the trade fair is held.

Display panels and posters.

All the necessary support, hooks, double side tape for the posters, display panels (or whatever to exhibit) included. The Contractor must dully assist and help the exhibitors setting up their booths (hanging of panels or posters, etc.) at no extra cost.

Institutional colours (in case some elements such as 1 out of 4 chairs to much) are:

- Red Pantone 485 C
- Yellow Pantone 116 C

C.7. CLEANING

Must be in document 3.

The Pavilion must be completely cleaned one hour before the opening of the Trade Fair, being this whole responsibility of the Contractor.

ADITIONAL INFORMATION.

DESCRIPTION OF ICEX BOOTH

In this area ICEX staff will provide to visitors with general information about the Pavilion of Spain and the sector information.

Distribution plans will be sent to the awardee in good time before the dates of the Show. The modifications will be built by the contractor at no extra cost.

The booth consists of 2/3 areas: Information, hospitality area and storage.

There will be an auxiliary work area and an open information area.

1 The information area will be equipped with:

- 1 information and visitor assistance counter (150x50x100 cm.) with backlit corporate logo or image on the front, inner shelves and a lockable area for brochure storage. Sockets inside the counter. Backlit front will be positively appreciated. See following description and enclosed layouts.
- 2 White bar stools.
- 1 catalogue stand.
- 1 hook on the counter side for hanging bags.

- 1 ICEX, FEDER etc vinyl cut logos.
- 2 The hospitality area will be equipped with:
- Plasma screen 42”+ HDMI + socket. (Completely installed)
 - 2 white laminated top round table + 8 chairs.
 - 1 internet connection.
 - 1 graphic backlit panel which will occupy the total front storage room.
 - 1 wastebasket.

The contractor will be in charge (and will be held responsible) of the necessary services orders, (internet connections). The cost of this service will be added to the price of the offer.

3 Storage Areas

There will be one or two storage rooms, depending on the size of the pavilion.

A combination of requirements hereafter described can be asked in case only one storage room is needed.

Storage 1 will be equipped with:

- 1 fridge, (24hrs outlet included)
- 1 coffee maker, (electrical outlet included) and single coffee serves to last during the days of the fair.
- 1 water machine with enough supplies for all the days the trade fair is open (electrical outlet included)

This storage room is made with a front light box of 2.00 m. (H); 1.60 m. (L) and less than 20 cm. (W) and a white paint finished wall of 2.00 m. (H); 1.50 m. (L).

Storage 2 will be equipped with:

- 3 flat shelves 40 cm. (W) x 150 cm. (L)
- 1 Coat hanger
- 2 electrical outlets
- A lockable outing opening door red paint finished is required.

INDICATIVE STANDARD BOOTH



OTHER INFORMATION

The successful bidder will provide a first aid kit for the Pavilion of Spain.

The successful bidder will supply all fire extinguishers required to comply with the relevant trade fair regulations. They will all be certified as full and carry the expiry date.

Furthermore, the decorator undertakes to pay any fee arising from performance of work outside hours at the trade fair, and any other fee that the trade fair organization might request, both at the beginning and at the end of the trade fair which are not included in these specifications.

All items relating to the electricity and water supply, drains and compressed air must be hidden and, in passageways, have indicating signs and be protected.

Riyadh, on the date shown by signature.

ICEX Board of Directors
By Delegation (Resolution of 30th September 2021 BOE [Official State Gazette] num 243 of
October 11th, 2021),

Leonardo Rodríguez García
Trade Commissioner - Spanish Economic and Commercial Office in Riyadh

This service/activity can be subject to European Union's financing through the European Regional Development Fund (ERDF).

See ANNEX A – LAYOUTS

See ANNEX C– ECONOMICAL OFFER

See ANNEX D– AUTOMATIC CRITERIA

ANNEX 1 – LEGAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

- Certificate of Public Liability insurance or a third part risk coverage as per Clause Thirteenth of these Bidding Specifications and in accordance with the requirements settle in the Trade Fair Regulations.

ANNEX 2 – TECHNICAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

- The successful bidder shall submit, 15 days before formalizing the contract, a complete project plan for setting up the trade fair. For this purpose, ICEX shall provide in good time the final layout of the Pavilion, the list of companies taking part in the trade fair and the regulations of the Trade Fair Organization.

ANNEX A – LAYOUTS

Layout plans are only indicative. A final layout will be sent, if necessary, to the successful bidder in good time before the dates of the Show. The modifications will be built by the contractor at no extra cost.