



SPAIN-JAPAN BUSINESS SUMMIT 2024

We would be grateful if you could submit a full quote for hosting our SPAIN-JAPAN BUSINESS SUMMIT 2024.

In terms of dates, we are currently looking at:

- 4th of July, 2024

Could we therefore ask you to confirm what availability you have for that date and kindly send us a quote based on the following requirements:

- Theatre type room (13h00-18h00) for 180-200 guests with Davos format stage to hold the opening and plenary session of the Meeting and consecutive round tables (the room for the opening session must be fully set up on 4th July at 12:00).
- 2 rooms (15h00-18h00) for simultaneous round tables of approx. 50 people. (the rooms for these round tables must be fully set up on 4th July at 12:00).
- VIP lounge style room (8h00-17h00) with armchairs and low tables for 15 pax.
- Office staff room for 10 pax, large rectangular table in the center with chairs, available 24 h, from Tuesday 2nd to Thursday 4th July.
- Coffee, tea, water, and pastries in VIP lounge (15 pax).
- Coffee, tea, water, and pastries in office staff room (10 pax) from Tuesday 2nd to Thursday 4th July.
- Coffee, tea, water, and sweet and savory snacks on the hotel foyer during the round tables (2h30 min approx.) (150 pax).

The proposal will be considered based on offered prices in Japanese yen (JPY), excluding taxes and service charges, which must be clearly described and separated. The contract will be awarded to the proposal with the lowest total cost (excluding taxes and service charges).

If the bid does not comply with the requested requirements, it will be automatically excluded.

The successful bidder will be the one that offers the most economical offer (excluding taxes) among those that meet the requirements indicated.

Venues interested in bidding may contact ICEX with any questions about the brief at tenders@icex.es, up to April 28th, 2024, at **23h00 PM CET**.

The proposal needs to be sent via email **EXCLUSIVELY** to tenders@icex.es by April 30th, 2024, at **11h00 AM CET**. 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.

In Tokio, on the date of signature,

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

Fernando Hernández Jiménez-Casquet
Head of the Economic and Commercial Office in Tokio

Eligible for co-financing with European Union Funds

