

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

COSMOPROF ASIA SINGAPORE 2022

The Economic and Commercial Office of the Embassy of Spain in Singapore 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 Official Pavilion of Spain at the following International Trade Fair:

TRADE FAIR	CITY / LOCATION	DATES	MAIN SECTOR	NET ESTIMATED SURFACE
COSMOPROF ASIA SINGAPORE 2022	Singapore Expo, Singapore	16-18 November 2022 (Wed - Fri)	Cosmetics	468 sqm

Tender bidding specifications (VAT excluded).

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 value the tenders based on the offered prices, excluding VAT.

All tenders must be submitted in USD excluding VAT (taxes must be clearly described and separated).
Estimated surface: **468 sqm**.

The price offered shall be of maximum **818 USD/sqm**; VAT excluded.

The price tendered by the bidding company for net surface may not exceed **USD 382.824 (three hundred eighty two thousand eight hundred twenty four US Dollars) – 818 USD/sqm x 468 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 **July 11th, 2022, 14:00 hrs** Singapore local time.

ICEX Board of Directors

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

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

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

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

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 Official Pavilion of Spain at the following 2022 trade fair 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:

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If the trade fair organization decides to move the date of the show to a new date in 2022, postpone its celebration to 2023, or even cancel 2022 edition so that the show would be held in 2023, 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 COSMOPROF ASIA SINGAPORE 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 fair 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 objective criteria which are listed here below, based on the weighted values assigned to each of them.

CRITERIA				SCORE
Economic Offer /Budget Most economical offer: maximum score. Rest of the offers: formula to be applied: "points per offer = (most economical offer price / each offer price) X maximum score per criteria"				40
Understanding of the design Comprehension of the project based on layouts and views provided by the bidder				6
1. Structure			12	39
1.1 Flooring	• Good quality material for the platform finishing (max.1 point)		2	

Quality of materials and construction 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		<ul style="list-style-type: none"> • Perimeter of the platform with same finishing material as the platform and with a continuous look (max.1 point) 		
	1.2 Walls	<ul style="list-style-type: none"> • Good quality walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish. (max.5 points) 	5	
	1.3 Columns and beams	<ul style="list-style-type: none"> • Good quality finish, with any visible modular elements concealed, ideally spray paint finish (max.5 points) 	5	
	2. Shelves and showcases			21
	2.1 Wall shelves	<ul style="list-style-type: none"> • Construction details, drawings or pictures showing the highlighting of the shelves with LEDs strips as per enclosed picture (max. 5 points) • Adequate design of the support system for the shelves showed through construction details, drawings or pictures that show that there are not visible support elements (max. 5 points) 	10	
	2.2 Vertical showcases	<ul style="list-style-type: none"> • Construction details, drawings or pictures showing the adequate design of the showcase's structure and glass shelves, good quality of light and good quality finish, ideally spray paint finish(max. 6 points) 	6	
	2.3 Aisle showcases	<ul style="list-style-type: none"> • Construction details, drawings or pictures showing the adequate design of the showcase's structure, good quality of light and good quality finish, ideally spray paint finish (max. 5 points) 	5	
	3. Graphics			6
	3.1 Companies graphics	<ul style="list-style-type: none"> • Good quality of printed images based on descriptions and pictures (max.2 points) • Good quality of the cut-out vinyl based on pictures (max.1 point) 	3	
	3.2 Signage	<ul style="list-style-type: none"> • Good quality of mirror material based on pictures (max. 3 points) 	3	
Electricity and lighting	<ul style="list-style-type: none"> • Layouts showing adequate location and number of recessed lights on beams to light the graphics and booth (max. 6 points) 			9

	<ul style="list-style-type: none"> • Same temperature color for recessed lights, wall shelves and aisle shelves (max. 3 points) 	
Furniture	<ul style="list-style-type: none"> • Quality of the proposed furniture evaluated based on the pictures and descriptions provided by the bidder 	2
Cleaning	<ul style="list-style-type: none"> • Adequate planification of the cleaning tasks, assuring a proper cleaning in time (max. 4 points) 	4
		100

The bidders must submit together with the technical and Financial Specifications, the documentation set out in these Bidding Specifications (Annex 1- Section A and Annex 2 - Section A).

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 fulfill 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.

The price tendered by the bidding company for net surface may not exceed **USD 382.824 (three hundred eighty two thousand eight hundred twenty four USD), (818 USD/sqm x 468 sqm)**, excluding VAT.

Any quotation exceeding this amount will be dismissed.

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

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

The Price tendered must include all works regarding the construction, assembly, provision and connections of additional mechanisms and devices necessary to make all the equipments 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 Fair is held, drayage

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

The price must also include:

- Set up, maintenance and dismantling labors, supervisor labors, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.

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 one possible extension.

According to the latter, **the estimated total contract value** of these contracts is **(459.389 USD, excluding VAT)**, which includes the following amounts:

- Main contract maximum budget: 382.824 USD
- Modifications (max. 20%): 76.565 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 cannot affect payment in advance.**

ICEX will satisfy the amount specified in the tender within 30 days after the conclusion of the fairs upon presentation of the corresponding invoices, issued in USD.

SIXTH. - Procedure–

This briefing will be circulated to multiple Companies. and on the Trade Commission of Spain's portal: <https://www.icex.es/icex/es/navegacion-principal/todos-nuestros-servicios/informacion-de-mercados/paises/navegacion-principal/portada/index.html?idPais=SG>

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to (July, 8th), at 10:00 AM Singapore Time.

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 July, 11th at 14:00 Singapore Time.

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 will be opened and evaluated. **The price contained in the economic offer will not be known until that moment.**

A decision will be made within an estimated period of 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 3 separate documents detailed as follows:

All the documentation shall be submitted only in ELECTRONIC FORMAT.

- 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 proof 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 382.824 USD.
- 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.

- Document 2: TECHNICAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the bidders:

- Plans or pictures of the proposal of the furniture and stands, 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".
- 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 provide in Document 2 does not clash with the information required in Document 3. The tenderer must avoid introducing in Document 2 any reference with the prices.

- Document 3: Economic proposal must be in (USD).

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

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

Proposals exceeding the maximum available budget 382.824 USD, excluding VAT, 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 an Agreement. Prior the signing of this Agreement, 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).

EIGHTH - Extension of the Agreement

The option of extensions is not contemplated.

NINETH. – 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 edition 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.

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

The parties will not be responsible for the damages and losses caused to the other party for delays or breaches of this 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.

ELEVENTH - Cancellation or postponement of the fair

In the event that the Tradeshow is not held, or the Pavilion is cancelled, ICEX shall solely satisfy the expenses incurred by the CONTRACTOR as from the date of the commencement of work until the date of formal notice of this circumstance by ICEX. The contractor will not start any production work until ICEX gives the appropriate instructions once the definitive fair dates have been set. In order to be reimbursed, the CONTRACTOR shall previously submit all documentary invoices with prices of the expenses incurred up to that date.

TWELFTH. -Execution of the Agreement

ICEX Project Manager is ultimately responsible for setting up the Pavilion. In the absence thereof, the Coordinator or Manager of the Official 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, which must be addressed to: singapur@comercio.mineco.es

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twenty-four (24) 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 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.

THIRTEENTH - 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 have to 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 in order 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.

FOURTEENTH- 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.

FIFTEENTH – 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.

SIXTEENTH - 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.

SEVENTEENTH – Penalties

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 (24 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 six (6) hours or fraction of an hour, with an additional 10% surcharge from the seventh to the twelfth hour. Should the delay exceed twelve (12) 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.

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 Official 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 Interior Decoration Agreement.

EIGHTEENTH – Termination

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

NINETEENTH – Procurement Board

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

President	Pablo Conde	Director Moda, Hábitat e Industrias Culturales
Substitute	Alfonso Janeiro	Jefe de Departamento Complementos de Moda y Ocio
Member	Cristina Carcedo	Jefe de Sector Complementos de Moda y Ocio
Substitute	Elvira Hernández Encuentra	Jefe de Sector Internacionalización de la Empresa e Instituciones Multilaterales
Member	Juan Ángel Abrit	Jefe de Sector Complementos de Moda y Ocio
Substitute	Elvira Hernández Encuentra	Jefe de Sector Internacionalización de la Empresa e Instituciones Multilaterales
Member	Rosa Angulo Peláez	Subdirectora de Internacionalización de la Empresa e Instituciones Multilaterales
Substitute	Elvira Hernández Encuentra	Jefe de Sector Internacionalización de la Empresa e Instituciones Multilaterales
Secretary	Mª Jesús Abellán	Deputy Director of Procurement. ICEX Headquarters
Substitute	Beatriz Molinero	Member of the Procurement Department. ICEX Headquarters

TWENTY - Applicable legislation

Dressing works shall be governed by the terms of the Dressing Agreement entered into 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 Dressing Agreement 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.

Singapore, June 20th, 2022

ICEX Board of Directors

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

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

SECTION B

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

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

1. STRUCTURE

1.1. Flooring

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



The following will be highly valued in the FLOORING section (max. 2 points):

- Good quality material for the platform finishing (max.1 point)
- Perimeter of the platform with same finishing material as the platform and with a continuous look (max.1 point)

1.2. Walls

Walls white finish 3.00 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, ideally spray paint finish. (max.5 points)

- All walls will be made of plywood boards or other board material as plastic laminate, wallpaper or other enough durable finishing.
- Dividing walls between stands and typical storage rooms included (although they may not appear on the enclosed documents).
- All storage rooms requested (typically, one storage room per booth) will be built by the contractor at no

extra cost. Layout plans attached are only indicative. All the storage rooms have to include a set of heavy-duty shelving system and the necessary door with lock.

1.3. Columns and beams

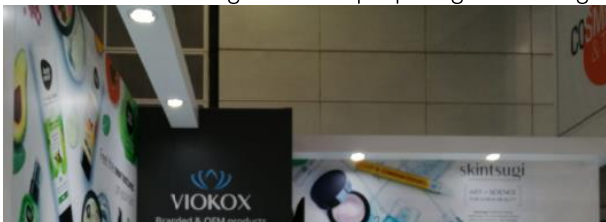
Columns and beams 10 cm square section white finish.



The following will be valued in the COLUMNS AND BEAMS section (max. 5 points):

- Good quality finish, with any visible modular elements concealed, ideally spray paint finish (max.5 points)

Beams will have enough number of recessed lights to guarantee 1000 lx of illuminance for the product and 500 lx in the working area and proper light on the graphics.



2. SHELVES AND SHOWCASES

2.1. Wall shelves

Glass shelves at 80, 120 and 160 cm from floor.



The following will be valued in the WALL SHELVES section (max. 10 points):

- Construction details, drawings or pictures showing the highlighting of the shelves with LEDs strips as per enclosed picture (max. 5 points)
- Adequate design of the support system for the shelves showed through construction details, drawings or pictures that show that there are not visible support elements (max. 5 points)

There will be a number of shelves on the wall according to the stands surface, (see 1.6 Equipment per sqm). Each shelf will consist of (as described in drawing attached):

Glass shelves at 80, 120 and 160 cm from floor
WIDTH: 40 cm
LENGTH: 100/150 cm according to stands surfaces.

2.2. Vertical Showcases



The following will be valued in the VERTICAL SHOWCASES section (max. 6 points):

- Construction details, drawings or pictures showing the adequate design of the showcase's structure and glass shelves, good quality of light and good quality finish, ideally spray paint finish(max. 6 points)

There will be a number of showcases facing the aisle according to the stands surface, (see 1.6 Equipment per sqm). These aisle-showcases are the supports for the ceiling structure.

Vertical showcase

Wooden pillars 10 cm square section painted white.

6 glass shelves 40 x 50 cm at 50, 80, 110, 140, 17 cm from floor.

HEIGHT: 3.00m

WIDTH: 40 cm

LENGTH: 40 cm

2.3.Aisle-Showcases



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

- Construction details, drawings or pictures showing the adequate design of the showcase's structure, good quality of light and good quality finish, ideally spray paint finish (max. 5 points)

There will be a number of showcases facing the aisle according to stands surfaces, (see 1.6 Equipment per sqm).

HEIGHT: 100 cm

WIDTH: 40 cm

LENGTH: 120 cm

Showcase

Glass showcase.

Back with sliding glass doors with lock.

HEIGHT: 30 cm

WIDTH: 40 cm

LENGTH: 120 cm

Structure

Wood white finish.

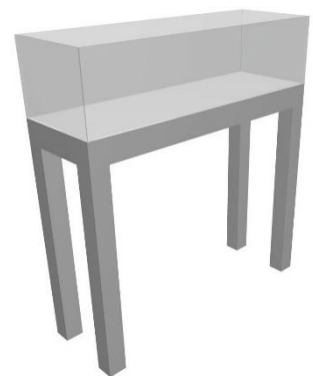
4 wooden legs white finish

Height: 90 cm

Width: 10 cm

Length: 10 cm

Top 10cm high built as a lightbox to light the inner of the showcase.



3. GRAPHICS

3.1. Company Images and stand names and numbers

Company images

Printed images on walls

Each stand includes a number of printed images on the wall. This image will be typically 1,50 m high x 2,30-3,30 m width according with the stands surface. Artworks will be provided by ICEX. The offer has to include information about the file format and resolution required for production.

Stand numbers

Names of the companies and stand identification numbers on the side of the corner white columns facing the aisle in a cut-out vinyl in grey color in Helvetica Neue 45 Light typography.



The following will be valued in the COMPANY IMAGES AND STAND NAMES AND NUMBERS section (max. 3 points):

- Good quality of printed images based on descriptions and pictures (max.2 points)
- Good quality of the cut-out vinyl based on pictures (max.1 point)

3.2. Signage

“Spain” letters mirror finish and Spain flag in the corners of the islands.



The following will be valued in the SIGNAGE section (max. 3 points):

- Good quality of mirror material based on pictures (max. 3 points)

"Spain" sign

HelveticaNeueLT Pro 75 Bd Occidental
HEIGHT: 40 cm
WIDTH: 5 cm
LENGTH: 165 cm



Spain flag

There will be a Spain flag per each “Spain” sign. Same height.

3.3. Exhibitor's Display panels and posters

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

4. ELECTRICITY AND LIGHTING

The following will be valued in the ELECTRICITY AND LIGHTING section (max. 9 points):

- Layouts showing adequate location and number of recessed lights on beams to light the graphics and booth (max. 6 points)
- Same temperature color for recessed lights, wall shelves and aisle shelves (max. 3 points)

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 are not 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 number of spotlights for each stand has to guarantee a homogeneous lighting. In addition of down lights of ceiling and lights of showcases and shelves, extra spotlights if necessary, in order to reach the illuminance required will be highly appreciated

In this project, the quality and quantity of light provided to the stands will be highly valued. A minimum of 1000 lx of illuminance is required for the product and 500 lx in the working area

➤ All electrical connections and cables needed must be hidden.

5. EQUIPMENT PER SQM

The following elements should be included in the price tendered. Each set shows the maximum equipment to be included per stand typology. The final furniture and equipment to be provided per exhibitor will be determined in the future taking into account stands shape and size and exhibitors requirements. Stands won't necessarily be 3x4 m modules. A list of final exhibitor's requirements will be send to the contractor in good time before the dates of the Show.

Set up to 12 sqm booths.

- 1 white laminated top, chrome base round table.
- 4 chairs per table chrome per structure and white, grey or aluminium for finish.
- 1 lockable cupboard white finish 0,75m height.
- 1 wastebasket and 1 coat hanger inside storage room.
- 2 vertical showcases as per above explained design.
- 1 aisle showcase as per above explained design.
- 12 glass shelves. Dimensions 0.40x100 cm.
- 1 standard electrical outlet. The offer has to include information about volts, watts and amps.
- 1 storage room 1x1,45 m with heavy duty shelving system.
- 1 printed image.

Set from 12 sqm to 33 sqm booths

- 2 white laminated top, chrome base round table.
- 4 chairs per table chrome per structure and white, grey or aluminium for finish.
- 2 lockable cupboard white finish 0,75m height.
- 2 wastebaskets and 1 coat hanger inside storage room.
- 3 vertical showcases as per above explained design.
- 2 aisle showcases as per above explained design.
- 12 glass shelves. Dimensions 0,10x0.40x100 cm
- 2 standard electrical outlets. The offer has to include information about volts, watts and amps.
- 1 storage room with heavy duty shelving system. Dimensions depending on stand distribution.
- 2 printed images.

Set from 33 sqm to 46 sqm booths.

- 3 white laminated top, chrome base round table.
- 4 chairs per table chrome per structure and white, grey or aluminium for finish.
- 3 lockable cupboard white finish 0,75m height.
- 3 wastebasket and 2 coat hangers inside storage room,
- 4 vertical showcases as per above explained design.
- 3 aisle showcase as per above explained design.
- 36 glass shelves. Dimensions 0,10x0.40x100 cm
- 3 standard electrical outlets. The offer has to include information about volts, watts and amps.
- 1 storage room with heavy duty shelving system. Dimensions depending on stand distribution.
- 3 printed images.

Set from 46 sqm and above.

- 4 white laminated top, chrome base round table.
- 4 chairs per table chrome per structure and white, grey or aluminium for finish.
- 4 lockable cupboard white finish 0,75m height.
- 3 wastebasket and 2 coat hangers inside storage room,
- 4 vertical showcases as per above explained design.
- 4 aisle showcase as per above explained design.
- 48 glass shelves. Dimensions 0,10x0.40x100 cm
- 4 standard electrical outlets. The offer has to include information about volts, watts and amps.
- 1 storage room with heavy duty shelving system. Dimensions depending on stand distribution.
- 4 printed images.

- A catalogue of the furniture including dimensions, characteristics, photographs as well as individual price for each item required should be included in the tender.

And photographs and prices per unit of the following items:

- Extra Vertical showcase
- Extra aisle showcase
- Extra set of glass shelves
- Fridge, (electrical outlet 24h included)
- TV monitor + DVD/VCR set. Include technical specification of model.
- Plasma screen 42"+ DVD/VCR set. Include technical specification of model.
- Spotlight 100w.
- Spotlight 300w.
- Long arm spotlight 100w
- Long arm spotlight 300w
- 1m long x 0,30m wide glass shelf.

ICEX Booth



In this area ICEX staff will provide to visitors with general information about the Pavilion of Spain and the sector sectorial information. ICEX booth final design will be provided by ICEX.

The design will be similar to the design of the booths and will include:

- 1 white laminated top, chrome base round table and 4 chairs chrome per structure and white, grey or aluminium for finish
- 1 lockable cupboard white finish 0,75m high
- 1 wastebasket
- Custom made information counter with shelves and a lockable area for brochure storage.
- Two stools for the staff
- It will be ornated with a simple, big, stylish flower.
- A strip of logos Gobierno de España-ICEX-FEDER-ISO will be placed in a visible place of the area,
- There will be a lightbox in this area. Graphics produced by the contractor included in the Tender. The artwork will be provided by ICEX.
- Printed images covering the rest of the walls from floor to ceiling
- Screen hung on the wall
- Storage Room. A space equipped with heavy duty shelves system for storage, 1 coat hanger, outlet for fridge (24hrs), outlet for mobiles, outlet for coffee maker, coffee maker and fridge, all provided by contractor.

6. MISCELLANEOUS

Cleaning

Every stand must be completely cleaned before the arrival of the exhibitors, Once again, the stands must be completely cleaned one (1) hour 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 Trade Fair 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 Trade Fair. This must be included in the overall price.

It is recommended, one person of the awardee's personnel for each hall dedicated exclusively to cleaning tasks.

The following will be valued in CLEANING section (max. 4 points):

- Adequate planification of the cleaning tasks, assuring a proper cleaning in time (max. 4 points)

Other information

Graphics produced by the contractor shall be included in the Tender. Final artworks to be provided by ICEX.

The successful bidder will provide a first aid kit for the Official Pavilion. If the trade show organization requires sanitary measures for COVID prevention, those will also be included.

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.

Layout plans are only indicative. Tenderers should work on a fictional spaces to develop the proposals. Layouts of the Fair are not still available.

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.

See ANNEX A – LAYOUTS

See ANNEX B– ECONOMICAL OFFER

Singapore, July 20th

ICEX Board of Directors

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

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

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 Eighth 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 Official 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.