

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIRS:  
ARAB HEALTH 2025 AND MEDLAB MIDDLE EAST 2025

The Economic and Commercial Office of the Embassy of Spain in Dubai 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 Pavilions of Spain at the followings International Trade Fairs:

Trade Fair	Date	Venue	Estimated surface
ARAB HEALTH 2025	27-30 January 2025	Dubai World Trade Centre- United Arab Emirates	726 m <sup>2</sup>
MEDLAB MIDDLE EAST 2025	3-6 February 2025	Dubai World Trade Centre- United Arab Emirates	114 m <sup>2</sup>

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 – Annex 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 VAT.

All tenders must be submitted in US dollars excluding VAT or other taxes (taxes must be clearly described and separated).

Estimated surface: **840 m<sup>2</sup>**.

The price offered shall be of maximum **231.000,00 USD - 275 USD/m<sup>2</sup>**, expenses and any applicable taxes excluded.

The price tendered by the bidding company for net surface may not exceed **two hundred thirty-one thousand US dollars (231.000,00 USD) - 275 USD/m<sup>2</sup> x 840 m<sup>2</sup>** -, 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](mailto:tenders@icex.es) **no later than September 27<sup>th</sup>, 2024, 14:00 hours Dubai local time**. Any offer received after this final date will not be accepted

Dubai, on the date shown by signature

ICEX's Board of Directors  
By Delegation (Resolution of September 30<sup>th</sup> 2021 BOE [Official State Gazette]  
nº 243 of October 11<sup>th</sup>, 2021),

Andrés Salinero Barbolla  
Economic and Commercial Counsellor  
Economic and Commercial Office of Spain in Dubai

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Página 1 de 26



## 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 2025 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
ARAB HEALTH 2025	27-30 January 2025	Dubai World Trade Centre - United Arab Emirates	726 m <sup>2</sup>
MEDLAB MIDDLE EAST 2025	3-6 February 2025	Dubai World Trade Centre - United Arab Emirates	114 m <sup>2</sup>

If the trade fair organization decides to move the date of the show to a new date in 2025, postpone its celebration to 2026, or even cancel 2025 edition so that the show would be held in 2026, 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 ARAB HEALTH and MEDLAB MIDDLE EAST on those new dates. The new date of the fair will not affect contract extensions.

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	MAXIMUM POINTS
<b><i>DOCUMENT 3: ECONOMIC OFFER AND AUTOMATIC CRITERIA</i></b>	<b><i>32</i></b>
<b>C.1. Economic Offer /Budget</b> <b>Economic Offer /Budget <u>must be in Document 3.</u></b>	<b>30</b>
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".	MAX: 30
<b>C.2. Improvements.</b> <b>(Criterion to be evaluated by automatic criteria <u>must be in Document 3</u></b>	<b>2</b>
This improvement does not involve an additional cost for ICEX nor exhibitors	
Daily cleaning of the Pavilion during show days.	YES 2 NO: 0
<b><i>DOCUMENT 2: CRITERION TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</i></b> <b><i>The proposals that do not reach at least 34 points in that criteria will be automatically excluded</i></b>	<b><i>68</i></b>

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<b>C.3. Adjustment to the design provided in the tender, including optional items in ICEX booth.</b> <b>(Criteria to be evaluated by means of a value judgment must be in Document 2)</b>		<b>12</b>
Degree of adjustment to the design and booth equipment provided in the tender	MAX: 10	
Including optional items: coffee maker connected to the electricity supply and single coffee serves (coffee, milk, paper cups, sugar, disposable wooden paddle coffee stirrers) to last during the days of the fair and/or water dispenser with sufficient supply for all the days the trade fair is open.	MAX: 2	
<b>C.4. Quality of materials proposed.</b> <b>(Criteria to be evaluated by means of a value judgment must be in Document 2)</b>		<b>16</b>
Floor. Including wooden platform will be positively valued. Quality of covering material.	MAX: 5	
Walls, separating elements. Quality and continuity of material on walls covered with graphics.	MAX: 4	
Glass showcases counters. Design and quality of material.	MAX: 2	
Graphics. Size and quality of material.	MAX: 3	
Signage. Design, size and quality of material.	MAX: 2	
<b>C.5. Lighting.</b> <b>(Criteria to be evaluated by means of a value judgment must be in Document 2)</b>		<b>28</b>
Including truss structure hanging from the venue's ceiling to hold the general Lighting. Type, power, brightness and number of lamps.	MAX:10	
Comanies booth lighting. Including lighting cornice. Size, power and brightness. The power of the cornice's lighting system must light up the entire wall from top to bottom.	MAX:5	
Info counter. Including backlight graphic on total or part of the front. Size of the backlit part.	MAX:1	
Companies' glass showcase counters. Including backlight graphic on total or part of the front. Size of the backlight part, power and brightness. Including lighting to light up the products on display.	MAX:4	
Info area graphic wall. Including backlight graphic. Size of the backlight part, power and brightness.	MAX:1	
Display logo on walls. Including backlight logo. Size, power and brightness.	MAX:2	
Comapanies' booth shelves. Including LED lighting to light up the products on display.	MAX:1	
High level signage: Including backlit graphics. Size of the backlight part, power and brightness.	MAX:4	
<b>C.6. Furniture.</b> <b>(Criteria to be evaluated by means of a value judgment must be in Document 2)</b>		<b>10</b>
It will be valuated: quality of materials, design, comfort, similarity with the options proposed in the tender.	MAX:9	
including free extra furniture for exhibitors. Depending on the number and type of items.	MAX:1	
<b>C.7. Environmental criteria.</b> <b>(Criteria to be evaluated by means of a value judgment must be in Document 2)</b>		<b>2</b>

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The highest presence of recyclable or recycled materials will be assessed. The proposal must include description of the materials whose composition is environmentally friendly as well as proposals associated with the elimination of single-use materials. Certification of timber and/or forestry products derived from sustainably managed forests. Use of eco-labeled products or other equivalent quality marks. Use of materials from recycling processes. Indicate whether the supplier's certificate with the information on the material's recycled content is available.	MAX:1	
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. Reduction of waste generation. Minimize waste production and recycling.	MAX:1	
<b>Total</b>		<b>100</b>

Responses C3 to C7, both inclusive, will be scored as follows:

0% of allocated points	Not adequate
25% of allocated points	Almost adequate
50% of allocated points	Adequate
75% of allocated points	Very Good
100% of allocated points	Excellent

**The proposals that do not reach at least 50% of points in sections C3- C7. will be automatically excluded.**

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 General Terms and Conditions governing the tender.

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

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### 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 **two hundred thirty-one thousand US dollars (231.000 USD) - 275 USD/m<sup>2</sup> x 840 m<sup>2</sup>** -, VAT excluded.

**Any quotation exceeding this amount will be dismissed.**

**This is an estimated cost; if the square meters or elements of the Pavilion vary, it will imply a variation of the cost, according to the price per square meter.**

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 Contract 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, audio visuals, 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 labours, supervisor labours, Truckage charges, disposal costs, management fees, handling Charges/Drayage or the production and hanging labour (hanging points, installation and dismantling) of all the hanging elements if required.
- Disposal of Waste. The waste from the exhibition, used materials, and all other waste in and around the booth shall be removed by the awardee (Construction and exhibitors waste). The expenses for the disposal work shall be borne by the awardee. This cost will be included in the tender price.
- 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). Additional connections and secondary wiring works shall be borne by the Awardee.
- 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 consequently, of the assembly, dressing or dismantling of the Pavilion.

No additional extra costs will be accepted.

The price does not include:

- Sponsorship fee for hanging signs. The amount of the Sponsorship fee charges should be calculated separately, and the tenderer must submit a Sponsorship fee an estimate together with the tender.

The amount of Sponsorship fee should be calculated separately, and the tenderer must submit an estimate, clearly and distinctly specified in the tender bid. **The awardee company will be responsible for managing the permits of the sponsorship fee for the hanging signs with the trade fair and ICEX will be the one who sign the contract with the trade fair organization.**

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#### 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 contracts is **seven hundred thirty-nine thousand and two hundred US dollars (739.200 USD) - taxes excluded**, which includes the following amounts:

- Main contract maximum budget: **231.000 USD**
- First extension maximum budget: **231.000 USD**
- Second extension maximum budget: **231.000 USD**
- Modifications (máx. 20%): **46.200 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 fair upon presentation of the corresponding invoices, issued in US dollars, once the penalties, if any, have been deducted

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 award of this contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order 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.

Administrative requirements for billing- Invoicing details:

All invoices must be billed to:

ICEX España Exportación e Inversiones, E.P.E.  
Paseo de la Castellana 278  
28046 Madrid (Spain)  
VAT number ESQ2891001F (ICEX is VAT registered in Spain)

And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.  
Economic and Commercial Office of Spain in Dubai  
Emirates Towers, Office Tower, planta 26, P.O. Box 504929  
Dubai, United Arab Emirates

As long as the successful bidder is a Spanish entity, it is possible that payment be made from the ICEX Spain and not from Economic and Commercial Office of Spain in Dubai.

#### SIXTH. - Procedure

This briefing will be circulated to multiple Companies, and will be published on the Economic and Commercial Office of Spain in Dubai's portal [link](#).

**The Companies interested in bidding may contact ICEX ([tenders@icex.es](mailto:tenders@icex.es)) with any questions about the brief up (September 25<sup>th</sup>) at 14:00 hours Dubai local time.**

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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](mailto:tenders@icex.es) by (September 27<sup>th</sup>) at 14:00 hours Dubai local time. Otherwise, rulings of the bidding process oblige to exclude your entity from continuing in the procedure.

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 or Spanish, 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 tender.

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 (Document 3) 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 (4) 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 with their annexes 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 in United Arab Emirates, referred to the best exercise within the last three (3) 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 346.500**, VAT excluded.
- Mention of other dressing projects in United Arab Emirates in which they have been involved in the last three (3) years, with special stress on dressing projects for National Pavilion at Trade Fairs equal to or greater amount than **USD 161.700**, VAT excluded.
- 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.

**- Document 2: TECHNICAL DOCUMENTATION TO BE SUBMITTED**

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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.
- A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the tenderers.
- Project specifications, including finishes, materials and construction processes. These specifications must take into consideration the aspects indicated in the "Specifications of Works".
- Construction details of all the main elements of the project, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions: overhead light boxes, showcases, cornice, construction system in shelves (fitting wall system and cables), platform and walls.
- Specifications and details of the booths & overhead's structure lighting. Specifications and technical details, including luxes and temperature of light data, design, and type of the luminaires, colour and adjustability of the spotlights. Layout with the proposed position of the luminaires.
- Perspectives and/or 3D computer graphics to show a proper comprehension of the project.
- Photographs of the materials and construction systems proposed.
- Pictures and description of the furniture, audiovisuals and lighting fixtures proposed.
- Details and information concerning Improvements.
- Specifications of the Environmental proposed project.

The formats indicated above are mandatory.

*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.*

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

- **Document 3: ECONOMICAL PROPOSAL AND AUTOMATIC CRITERIA (IMPROVEMENT)**

Economic proposal must be in (US dollars).

Documentation to be submitted by the bidders:

- 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.
- **Sponsorship fee for hanging signs estimate.** Calculated separately; not included in the tender price).

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- Annex 3: Economical Offer and Improvement criteria duly fulfilled.

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

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

Proposals exceeding the maximum available budget 231.000 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 company).

#### **EIGHTH. – Procurement Board**

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

President	Pablo Conde Diez del Corral	General Director of Internationalization.
Substitute	José María Blasco	Executive Director for Growth and Competitiveness
Member	Carmen García Cervigón	Deputy Director for Promotion Tools in Foreign Markets.
Substitute	Diana Vázquez Caneda	Head of Department, Promotion Tools in Foreign Markets
Member	Patricia Rodríguez Gomez	Area Manager, Health Department.
Substitute	Victoria Azcarate Cormenzana.	Area Manager, Promotion Tools in Foreign Markets.
Member	María José Montero Domenech	Deputy Head of Department, Economic and Trade Office of the Embassy of Spain in the UAE.
Substitute	Fernando León Caicoya	Area Manager, Health Department.
Secretary	Pedro Patiño Segura	Deputy Director of Procurement.
Substitute	Isabel Arias Elvira	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 the following of the followings 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

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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 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 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 2025, 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 2025 or 2026, or the Pavilion is cancelled in 2025 and 2026, ICEX shall solely satisfy the expenses incurred by the Contractor or the awardee as from the date of award of the contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order to be reimbursed, the awardee 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 Spanish 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: [dubai@comercio.mineco.es](mailto:dubai@comercio.mineco.es)

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twenty-four (24) hours before each of 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. The Pavilion must be completely clean one (1) hour before the Trade Fair opening of each fair.

All works must be conducted pursuant to the technical specifications set out in these bidding specifications (Section – Technical Specifications 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.

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#### **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 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.

#### **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. - 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.

#### **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.

#### **EIGHTTEENTH. – 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.

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Any delivery delay on the agreed schedule (24 hrs before of the Trade fair Opening) 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 sixth 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.

### **18.2 Pavilion maintenance and deficiencies during the fair**

ICEX may impose penalties if the execution of the Pavilion maintenance work during the duration of the fair is not carried out properly and within a reasonable period of time to guarantee the normal functioning of the Pavilion; The amount will be set in proportion to the damages caused by the delay and/or poor execution of the work, after hearing the contractor and by agreement of the contracting authority.

Likewise, ICEX may establish penalties for damages caused during the days of the fair resulting from the use of inappropriate materials, materials not approved by the fair regulations, due to defects in the installation of constituent parts of the stand, which will also be assessed the implications for ICEX or third parties may arise from omissions, errors, inadequate methods or incorrect conclusions in the execution of the contract. The successful bidder must carry out the correction of defective or incorrect work at his own expense. Penalties will be calculated in proportion to the damages caused, after hearing the contractor and by agreement of the contracting body.

### **18.3 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.

Any dismantling delay on the agreed schedule by the Fair Ground Regulations shall entail a 4% penalty on the total amount of the Agreement for each of the first sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be less than 10% of the aggregate consideration for the Contract.

### **18.4 Non-celebration of the fair**

In the event of the Fair is not held, or the Pavilion is cancelled, ICEX will only cover the expenses incurred by the Contractor from the date of communication of the start of the work (and in relation to it) until the date of formal notification of this circumstance by ICEX. To be reimbursed, the Contractor must previously present all invoices or other documentation of expenses incurred up to that date.

## **NINETEENTH– Termination**

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ICEX is entitled to terminate this 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 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 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.

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**Página 13 de 26**



## SECTION B – TECHNICAL SPECIFICATIONS

### SPECIFICATIONS OF WORKS

Trade Fair	Date	Venue	Estimated surface
ARAB HEALTH 2025	27-30 January 2025	Dubai World Trade Centre- United Arab Emirates	726 m <sup>2</sup>
MEDLAB MIDDLE EAST 2025	3-6 February 2025	Dubai World Trade Centre- United Arab Emirates	114 m <sup>2</sup>

The Spanish participation will be located:

- Arab Health: Hall 2, Hall 3, Sheik Rashid Hall, Za'abeel Hall 2
- Medlab Middle East: Za'abeel Hall 1

The bidder must submit a proposal fitted to the design provided and, if necessary, include slight changes in order to improve the image of Spain as a country that produces high quality and design.

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

The design concept is based on the achievement of an homogeneous image for the entire pavilion, emphasising both the exhibitor's image and the national identification.

Therefore, the aim is to create a neutral space to highlight the companies corporate image and products on display, where their identification (name and logo) has a prominent visibility.

Additionally, back lightening the top of the walls and the hanging signs, both containing the national signage, empowers the global identification.

The Pavilion of Spain project has the intention to enhance the presence and image of Spain and the Spanish companies, and to serve as a platform for every exhibiting company to freely customize its image inside its own space.

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:

The structure of the pavilion should undertake an open space scheme with the following requirements:

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1. NEEDS PROGRAM
  - 1.1. Institutional stand of the pavilion of Spain (ICEX BOOTH)
  - 1.2. Stand design (COMPANIES BOOTHS)
2. FLOORING
3. WALLS/PANELS AND STRUCTURE
4. HIGH LEVEL SIGNAGE: IDENTIFICATION OF THE PAVILION OF SPAIN
5. GRAPHICS
6. ELECTRICITY AND LIGHTING
  - 6.1. General lighting:
  - 6.2. Backlit hanging signs (from 5m to 6m):
  - 6.3. High-level Signage (from 2.44m to 4.0m):
  - 6.4. Exhibitors' - Company's booth:
  - 6.5. Information area (ICEX booth):
  - 6.6. Storage rooms:
  - 6.7. D displays:
7. FURNITURE
8. ENVIRONMENTAL CRITERIA
9. MISCELANEOUS

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Página 15 de 26



## 1. NEEDS PROGRAM

The Pavilion of Spain project, which is presented together with this tender as **ANNEX 4**, has the intention to enhance the presence and image of Spain and the Spanish companies, and to serve as a platform for every exhibiting company to freely customize its image inside its own space.

Pavilion of Spain areas:

### 1.1. Institutional stand of the pavilion of Spain (ICEX BOOTH)

There will be an institutional stand that will be used for providing general information and specialized, industry-specific assistance to professional visitors. It will also be a service area for exhibitors.

As it is the main information area of the Pavilion of Spain, the furniture and all the other decorative items of the Institutional Stand must be of a high quality and design.

The Institutional Stand must show the image of Spain as a country that produces high quality and design. Therefore, it must contain items and materials that the bidder deems appropriate for this purpose.

The design proposed must highlight the Institutional Stand through lighting and any other means considered appropriated by the bidder.

The Institutional Stand will occupy an estimated area of 9 sqm. A tentative layout may be seen on attached plans.

The Institutional Stand will have the following equipment:

- a) An information and visitor assistance counter.  
A custom made information counter with corporate logos on the front, inner shelves and a lockable area for brochure storage. ICEX logo will be placed on the counter's front. Sockets inside the counter. Backlit front will be positively appreciated.
- b) 2 stools
- c) 1 catalog stand
- d) 1 table
- e) 4 chairs
- f) 1 hook on the counter's side for hanging bags bearing advertising.
- g) 1 wastepaper basket
- h) Graphic element covering the walls' surface.
- i) Lockable low storage cabinets 1m high all along the back wall.
- j) 1 multiple socket with 4 sockets.
- k) Identification Display (from now on ID Displays). It will consist of a 0,5m x 0,50m element, including exhibitor's logo and booth number. Including a LED stripe inside to light up this element will be positively appreciated.

Optional:

- l) 1 coffee maker connected to the electricity supply and single coffee serves (coffee, milk, paper cups, sugar, disposable wooden paddle coffee stirrers) to last during the days of the fair.
- m) 1 water dispenser with sufficient supply for all the days the trade fair is open.

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## 1.2. Stand design (COMPANIES BOOTHS)

The stand decoration will be the same for all the exhibiting companies. The design harmonize the image of the companies with the image of the country. Particular value will be placed on how both images combine and on the uniformity of the "Spain" brand in all the stands. It will consist of paneling with a hidden structure so that graphics can be placed all along it continuously.

Fronts or features that might create an obstacle for the access or visibility should be avoided.

The sign containing the identification of each company (name, logo and booth number) will be placed facing the aisle on top of the walls in two places. Optionally the bidder can include a LED stripe inside to light up this element.

The minimum surface area per stand is set at 9 m<sup>2</sup>. The bid must include the following items (this set of items is referred to as "set of furniture" from now on) as supply for each 9 sqm area:

- a) 1 lockable Glass showcase counter display in beech or light oak finish. The lower side must include lockable storage space with an inner shelf. The quality and design of this counter will be appreciated. In the upper glass display the bidder, optionally can add a LED stripe to light up the exhibitors products on display. Dimensions: 100L x 50D x 100H cm. Backlit front will be positively appreciated.
- b) 1 podium measuring 50x50 and 100cm high.
- c) 1 table (80cm diameter)
- d) 4 chairs
- e) 3 shelves (minimum dimensions should be 100L x 25D cm). Shelves have to support at least 20 kg/shelf. The bidder, optionally can add a LED stripe to light up the exhibitors products on display.
- f) 1 wastepaper basket
- g) 1 multiple socket with 4 sockets
- h) Hook on counters side for hanging bags
- i) Graphic panel covering the whole back wall.
- j) Identification Display (from now on ID Displays). It will consist of a 0,5m x 0,50m element, including exhibitor's logo and booth number. Including a LED strip inside to light up this element will be positively appreciated.

The stand is provided with one set of furniture for each 9 meters of surface or fraction thereof.

Exhibitors can choose between having:

- a) 1 storeroom (1m x 1m for 9m<sup>2</sup> booths and 1m x 2m for 18m<sup>2</sup> booths) with these requirements:
  - The door will open out from the storeroom and will have a lock and key.
  - Shelves inside the storeroom: 3 linear m.
  - 1 socket inside the storeroom.
  - 1 wall hanger for clothes.

Or:

- b) Low cabinets 1m high along the whole length of the back wall.

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The final number of storerooms will vary depending on the number of exhibitors requesting them.

The Contractor will ensure that all the proposed materials comply with all relevant rules and regulations and that their installation will be permitted by any authority involved, obtaining all necessary permits and certificates as per the "General specifications of works" of this Invitation to Tender.

## 2. FLOORING

The entire flooring of the Pavilion of Spain will be covered in wood flooring beech or light oak finish. Maximum recommended height: 5cm, if possible.

In order to facilitate the access to disabled visitors, the perimeter of the flooring will have a chamfered edge to provide a slight slope.

The floor material should cover the entire area occupied by the pavilion.

**Optionally** the bidder can include a red carpet flooring for the adjacent aisles around them, if appropriate and approved by the Fair Organization.

Other kind of flooring that may improve wood flooring, will be positively appreciated.

In order to protect the flooring materials, visqueen or similar cover will have to be installed over them prior to installation of the exhibits. Labour to remove the cover before the opening ceremony must be included in the overall price, as well as labour to remove all floorings after show closes and all relevant labour costs related to the floorings.

A sample/picture and colour options of the proposed flooring material should be included in the bid.

## 3. WALLS / PANELS

The basic structure of the booths will consist preferably of built-in modules showing no joints and must have resistance enough to hang shelves and TVs.

Walls must have a continuous look, with all frames, poles or other elements of the wall structure totally concealed.

On top of walls there will be a cornice to accommodate the lighting. Preferably linear LED strip light system. Modules should be connected one after the other via plug-in terminals for homogeneous lighting. It is very important to get a bright and powerful illumination on the walls and first level shelves.

The back walls of the booths must be 2,44m high, emerging in certain places up to 4 m (depending on the venues allowance), in order to incorporate the National identification on top of it.

- The first and higher area (from 2,44m up to 4,0m high) will consist of light-coloured plywood or natural wood slats and a light box that includes the HEALTH CARE FROM SPAIN logo. The images are attached in Annex 5 – Artwork.

The lightbox inner structure must be hidden so as not to cast shadows over the graphics. The outer material must be tautened so that it appears totally flat, with no creases, folds or rucks. The material must comply with the fire requirements.

The dimensions of the slats may be slightly modified to avoid waste of material or to allow a better offer.

**Please, include description of the solution proposed and pictures of the selected kind of plywood or wood.**

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- Downwards, the rest of the space down to the floor (2,44m), may be personalized by each exhibitor. The bidder must include a graphic panel covering all the wall surface for each exhibitor requesting it.

Regarding the side walls separating exhibitor's booths, the height should be no higher than 2,44m. Facing the aisle in each partition between booths there will be an **Identification Display** (from now on ID Displays). It will consist of a double-sided 0,5m x 0,50m element with beech or light oak finish frame, including booth number and exhibitor's logo. Including a LED stripe inside to light up this element will be positively appreciated.

The main walls where exhibitors are allowed to personalize them with posters or graphic elements are white.

The finishing of the backwalls will be prepared for printing out on them, as a whole graphic. If the exhibitor does not require to cover the walls of their booth with images (total or partially) then the finishing of the walls will be built in white colour.

As stated previously, when required by exhibitors, all storage rooms and additional walls inside the booths requested by exhibitors will be built by the contractor at no extra cost. Storage room will be made of the same material as the walls. All the storage rooms will have a set of heavy-duty shelving system and the necessary locking door.

All cables will be hidden inside the walls, so that there will be a hollow space inside the wall to allow wires pass, (for the plasma screens for instance).

Description of the structure and walls proposed, and samples/pictures should be included in the bid.

#### 4. HIGH LEVEL SIGNAGE: IDENTIFICATION OF THE PAVILION OF SPAIN

The companies taking part in this tender process shall provide a detailed proposal of the national identification of the Pavilion of Spain, taking into consideration the following requirements:

The design pretends to highlight the overhead's view of the Spain's national identification reaching the maximum height permitted (6 m) to improve the visibility and identification SPAIN, by using backlit graphics.

All projects submitted must include high-level signposting in **English**:

- a) From the structure of the trade fair venue's ceiling, using **backlit hanging signs** (from 5m up to 6m high). Particular value will be placed on its design and visibility.
- b) From the structure of the stands themselves. The upper side of the walls (from 2,44m up to 4,0m high) will consist of light-coloured plywood or natural wood slats and a lightbox that includes the HEALTH CARE FROM SPAIN logo. The images are attached in Annex 5 – Artwork.

In any event, the successful bidder will bear all the costs of hanging up and placing the structures and will also be responsible for managing the permits with the trade fair.

Regarding the backlit elements (both hanging signs and lightboxes): they must be perfectly lit (LED highly recommended) to get an impressive and highly bright image of all graphics.

Visible joint elements will not be admitted. All corners must be built to minimize the joints and corner pieces. Construction details to be sent by the Tenderer.

Interior frames must be concealed.

The awardee will be responsible for printing the images.

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The awardee company will create the artworks for this graphics following ICEX instructions and will be responsible for producing of all graphic material as well as the necessary workforce for their correct positioning. The awardee company will submit to Icx the graphics proofs layout for approval before printing all the graphics.

If there were a **sponsorship fee** for the hanging signs, the awardee company will be responsible for managing the permits with the trade fair and will pay for these fee in advance in name of ICEX.

ICEX will pay the awardee company for these services upon presentation of the invoice issued by the trade fair organisation.

## 5. GRAPHICS

### Exhibitor's Booth's graphics

Each exhibitor stand will have:

- **A commercial printed image mounted on backwalls.** The image will be previously selected by every company who will send it to the awardee company. Each exhibitor will be responsible for sending their final artwork, and the awardee company will ensure maximum printing quality of the artwork.
- **Logo, preferably backlit,** (for the Identification Display and for the glass showcase counter front).

The awardee company will be responsible for coordinating and recollecting the artworks from the exhibitors, in order to work on the final layouts, final prints on the walls, and correct installation of the artworks.

Awardee company will be responsible of the production of all graphic material as well as the necessary workforce for their correct positioning. The awardee company will submit for approval a sample to Icx before printing all the graphics.

The size of the final prints will be conformed and adapted to walls sizes. The awardee company must provide the exhibiting companies with these measurements.

The companies' images will be appropriately illuminated through the LED lights linear systems from the backwall cornice.

### ICEX's Booth's graphics

Each exhibitor stand will have:

- **A printed image, preferably backlit, mounted on backwalls.** The awardee company will be responsible for the design, composition and elaboration of the final artwork of ICEX and institutional graphics following ICEX instructions. The awardee company will ensure maximum printing quality of the artwork.
- **Logo, preferably backlit,** (for the Identification Display and for the counter's front).

## 6. ELECTRICITY AND LIGHTING

### 6.1. General lighting:

Preferably each island will have a **truss structure** hung from the venue's ceiling containing the lamps in order to provide the pavilion with general lighting.

The truss structure must be aligned with the perimeter of each island to focus lamps to the interior of each island.

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The number and distribution of lamps must be proposed by the bidder in order to achieve at least 150 Watts per sqm of lighting in the whole area and have to guarantee a homogeneous lighting.

It must provide a correct way to illuminate the graphics, avoiding shadows casted by the structure.

The successful bidder will bear all the costs of hanging up and placing the truss structures and will also be responsible for managing the permits with the trade fair.

All the lights will have the same colour temperature.

#### **6.2. - Backlit hanging signs (from 5m to 6m):**

Double-sided Backlit elements hanging from the venue's ceiling directly or from the truss structure preferably with LED technology.

#### **6.3. - High-level Signage (from 2.44m to 4.0m):**

These backlit signage elements must provide a correct way to illuminate the graphics, avoiding shadows casted by the structure, visible seams or wrinkles.

The lightboxes will be backlit preferably with LED technology. Powerful system of lamps required to reach the best brightness of the pieces.

#### **6.4. - Exhibitors' - Company's booth:**

On top of walls there will be a cornice to accommodate the lighting. Preferably linear LED strip light system. Modules should be connected one after the other via plug-in terminals for homogeneous lighting. It is very important to get a bright and powerful illumination on the walls.

#### **6.5. - Information area (ICEX booth):**

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

#### **6.6. - Storage rooms:**

Some lamps will provide enough light for the interior of the storage rooms.

#### **6.7. - ID displays:**

Including a LED stripe inside to light up this element will be positively appreciated.

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

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

The Contractor must calculate the electrical requirements to fit exhibitors' and ICEX electrical and lighting needs.

The Contractor will carry out all works related with power installations (even if these works must be carried out solely by the Organiser's official contractor) starting from the general supply points, all the necessary spotlights, display lighting, general lighting, power points and labour to install, assemble, connect and hang all the lights and all of these must be included in the tendering price. No additional extra costs will be accepted.

The awardee company will be responsible for the installation of both general and more specific lighting, ensuring adequate lighting, avoiding shades and guaranteeing white medium colour Led temperature (between 4000k and 5000k) light.

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

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The bid must include specifications of the lamps, including pictures and technical details and drawings showing the number and the location of lamps.

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

Please refer Technical services Manual for details regarding Organiser's appointed official contractors for various services, so as to ensure a more efficient and regulated build-up and dismantling.

All areas should be equipped with enough electrical outlets, especially counters, meeting areas, storage rooms.

## 7. FURNITURE

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

A catalogue of the furniture including dimensions as well as individual price for each item of furniture will be positively appreciated.

The exhibitors will have the option to order items in addition to those included in the set of furniture. Price per unit of the following items in case any exhibitor would like to order any extras:

- Table
- Chair
- Podium 50x50 x 50 cm high,
- Podium 50x50 x 75 cm high
- Podium 50x50 x 100 cm high
- Shelf, one meter long.
- Catalogue holder
- 32" screen
- 42" screen
- DVD player
- Floor stand for the TV screen
- Lower lockable cabinet
- Glass counter display.
- Sofa module
- High glass display
- Low table
- High table
- Bar stool
- 300 liter refrigerator
- Production of graphic elements on foam board: price per square meter
- Production of graphic elements on vinyl: price per square meter
- Multiple socket with 4 sockets
- Spotlight

The contractor must compile the definitive list of the exhibitors' final requirements and orders, both basic and extra.

**A description of each item of furniture including pictures, available colours, dimensions and materials should be included in the bid.**

**Suggestions:**

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Chairs:



## 8. ENVIRONMENTAL CRITERIA

In order to improve management aimed at sustainability, the environmental impact on the environment becomes a relevant variable in ICEX activities as differentiating factors.

In that way, the proposals will be sensitive to the protection of the environment to contribute to the prevention of pollution. Environmental management will be considered a strategic element as a competitive advantage over competitors so that ICEX becomes a reference for the sector.

Particular value will be place on:

- Use of appropriate environmental materials and products
- Minimize waste production and recycling
- Reduction of waste generation
- Reduction of the emission of gases
- Use of eco-labeled products or other equivalent quality marks
- Use of recyclable, reusable or recoverable materials
- Use of materials from recycling processes
- Certification of timber and/or forestry products derived from sustainably managed forests

## 9. MISCELLANEOUS

### Project approval and permits

It will be the responsibility of the contractor to manage and contract with the fair all the necessary permits for the execution of the stand and compliance with the fair regulations both in technical aspects and in safety and fire protection.

If requested, the successful bidder will provide the fair organization with the necessary plans for the understanding and authorization of the project and will pay for the deposits or payments that are requested as a previous step to the authorization of the works to be carried out in the fairgrounds.

### Production Phase

The works to be carried out by the successful bidder also include:

- The communication of the project to the exhibitors and its adaptation to their requirements and requesting and checking exhibitors' graphic artworks. These requirements will be small (removing shelves, adding extra furniture, electrical or audiovisual equipment, graphic elements, lighting at extra cost) and in no case will alter the original design of the stand, which must necessarily have the approval of ICEX.

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- Adaptation of the stand design according to exhibitors' needs and requests.
- Sending final drawings with stand design and graphics proofs to the exhibitor for approval.
- Composition and elaboration of the final artwork of institutional graphics.

It is mandatory that the winning company designates a person as an ICEX interlocutor who works as a Project Manager coordinating the requirements of the exhibitors, ICEX and fair organizer in the coordination and production phase.

That same person will be the one who travels to the fair to coordinate the assembly of the Pavilion on site.

**Failure to include this in the bid may result in disqualification of the bid.**

**Assembly Phase**

It is mandatory that the winning company designates a person as an ICEX interlocutor who works as a Project Manager coordinating the requirements of the exhibitors, ICEX and fair organizer in the build-up and assembly phase.

That same person will be the one who travels to the fair to coordinate the assembly of the Pavilion on site.

**Delivery of the Pavilion and Cleaning**

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

The Pavilion will be delivered to exhibitors 24 hours before the opening. The stands will be delivered completely clean to the exhibitors so that when they arrive they can start placing their products.

The Pavilion will be considered delivered only if the stands and storage rooms are completely clean, not only the floor and furniture but the interior of the glass showcases and the surface of the shelves, so that exhibitors can start placing their product on clean surfaces.

If this is not fulfilled within the specified deadline, the penalties set out in this tender will apply.

The awardee company must have sufficient own staff to carry out this task in advance and must also have cleaning staff in all halls where there are stands for the necessary reviews during the day before the opening and the morning of the opening.

Since the cleaning service at the fair is usually overcrowded the day before and the morning of the opening, the awardee company cannot fully entrust the fair cleaning service with the entire cleaning work. It is essential that the adjudicating decorating company allocates a minimum of 2 people of its own staff so that they are available before the arrival of exhibitors, equipped with the necessary cleaning material, that clean the stands as they are going to be completed, regardless of whether the final work cleaning works are contracted parallel to the cleaning service of the fair.

The stands must be absolutely clean:

1. At the time the exhibitor arrives to assemble his product, 24 hrs before the opening, so that he can place it in storagerooms, vitrines and clean shelves.
2. After the product is placed, the stands are dirty again due to the dust in suspension, so they must be cleaned again for cleaning on the day of the opening, at least one

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hour before the opening time so that exhibitors can give the last touch on clean surfaces

Consequently, a penalty will be applied if the decorating company does not deliver the clean stands (floor, vitrines and furniture) for the placement of samples 24 hours before the opening of the fair.

ICEX is responsible for the cleaning of the Pavilion with fair, the days following the opening of the fair, unless it has been offered as an improvement by the awardee company.

### Disassembly

The disassembly, waste management and any other procedures or fees related to the works that are the subject of this competition shall be assumed by the awardee company.

### Maintenance

The awardee company undertakes to provide a service of maintenance of the Spain Pavilion during all days of the fair which must be carried out by one or more persons with the capacity to repair any malfunction of any kind that may occur. This staff must be physically present during the fair and be able to communicate in Spanish or English.

The awardee company must build the Spain Pavilion so that any malfunction that may occur can be resolved by the maintenance team that remains at the fair. It is therefore advisable to take into account the conditions of the Spain Pavilion and to study a rationalized construction system that allows the repair of defects within a maximum of 12 hours from the communication of the fault.

### Others

Communication language regarding this tender, as well as the execution of the successful project, will only be English or Spanish.

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.

The awardee company will be obliged to comply with all instructions, corrections and modifications given by ICEX, both in the project phase and during the preparation and construction of the Pavilion.

ICEX reserves the right to inspect, control the quality of the finishes and the manufacturing process of all materials to be used in the assembly of the Pavilion as often as it deems necessary. The awardee company shall comply with all the guidelines established by ICEX as a result of these inspections.

The more detailed and defined the offer, the better the evaluation of the technical criteria will be possible. Furthermore, aspects that are not sufficiently explained cannot be evaluated to the fullest extent.

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### 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 Spanish Pavilion, the list of companies taking part in the trade fair and the regulations of the Trade Fair Organization.

### ANNEX 3. ECONOMICAL OFFER AND AUTOMATIC CRITERIA.

Duly fulfilled.

### ANNEX 4 – ARAB HEALTH-MEDLAB MIDDLE EAST 2025 Spain'S Design Guidelines and

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.

### ANNEX 5 – ARTWORK



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