

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

COSMOPROF ASIA HONG KONG 2023

The Trade Commission of the Consulate-General of Spain in Hong Kong on behalf of ICEX SPAIN TRADE AND INVESTMENT, E.P.E., (hereinafter referred to as ICEX), hereby convenes a tender for the construction, assembly, maintenance and dismantling works of the Pavilion of Spain at the following International Trade Fair:

Trade Fair	Date	Venue	Estimated surface
COSMOPROF ASIA HONG KONG 2023	15-17 November 2023	Hong Kong Convention and Exhibition Centre, Hong Kong.	669 sqm

Tender bidding specifications (VAT excluded).

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

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

The tenders should include a breakdown 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 USD excluding VAT (taxes must be clearly described and separated).

Estimated surface: **669 sqm.**

The price offered shall be of maximum **500 USD/sqm; VAT excluded.**

		sqm	Max. USD/sqm VAT excluded	Max. USD VAT excluded
HALL1E	Perfumery, Cosmetic & Toiletries	288,00		
HALL 3E	Professional Beauty Salon, Spa & Equipment	273,00		
HALL 3G	Hair	108,00		
TOTAL sqm		669,00	500,00	334.500,00

The price tendered by the bidding company for net surface may not exceed three hundred thirty-four thousand five hundred US dollars (**USD 334.500**) – **500 USD/sqm x 669 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 **17 July 2023, 2pm** Hong Kong time.

Hong Kong, 5 July 2023

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

Cristina Teijelo Casanova
Deputy Consul-General and Senior Trade Commissioner
Trade Commission of Spain in Hong Kong

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

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION A- GENERAL TERMS AND CONDITIONS

FIRST. - Object

The object of this Tender is the selection of a Dressing Contractor who shall be awarded the execution of the construction, assembly, maintenance and dismantling works concerning the Pavilion of Spain at the following 2023 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:

Trade Fair	Date	Venue	Estimated surface
COSMOPROF ASIA HONG KONG 2023	15-17 November 2023	Hong Kong Convention and Exhibition Centre, Hong Kong.	669 sqm

If the trade fair organization decides to move the date of the show to a new date in 2023, postpone its celebration to 2024, or even cancel 2023 edition so that the show would be held in 2024, 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 HONG KONG 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	MAXIMUM POINTS
C.1. Economic Offer /Budget Economic Offer /Budget must be in Document 3.	40
Lowest price: maximum score. Rest of the offers: formula to be applied: "points per offer = (lowest price / each offer price) X maximum score per criteria"	
C.2. Understanding of the design Understanding of the design must be in Document 2 Correct comprehension of the project based on layouts and views provided by the bidder	6
C.3. Quality of materials proposed. Quality of materials proposed must be in Document 2	39
Compliance with tender specifications of all the main elements of the project, based on the samples, pictures, descriptions and construction details provided by the bidder	
1. Structure	12
1.1 Flooring:	
• Good quality material for the platform finishing (max.1 point)	MAX: 1

<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). 	MAX: 1	
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). 	MAX: 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). 	MAX: 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) 	MAX: 5	
<ul style="list-style-type: none"> 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) 	MAX: 5	
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) 	MAX: 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) 	MAX: 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) 	MAX: 2	
<ul style="list-style-type: none"> Good quality of the cut-out vinyl based on pictures (max.1 point) 	MAX: 1	
3.2 Signage		
<ul style="list-style-type: none"> Good quality of mirror material based on pictures (max. 3 points) 	MAX: 3	
C.4. Electricity and lighting. Electricity and lighting must be in Document 2		9
<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). 	MAX: 6	
<ul style="list-style-type: none"> Same temperature colour for recessed lights, wall shelves and aisle shelves (max. 3 points). 	MAX: 3	
C.5. Furniture. Furniture must be in Document 2		2
<ul style="list-style-type: none"> Quality of the proposed furniture evaluated based on the pictures and descriptions provided by the bidder (max. 2 points). 	MAX: 2	
C.6. Cleaning. Cleaning must be in Document 2		4
Adequate planification of the cleaning tasks, assuring a proper cleaning in time (max. 4 points)		
TOTAL		100

Responses for information in Document 2 will be scored as follows:

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

50% of allocated points	Compliant
75% of allocated points	Fully Compliant
100% of allocated points	Exceeds Requirements

Tiebreaker Criteria.

In the event of a tie in the score obtained by two or more bidders, it will be resolved by applying the social criteria indicated below, in order and referring to the deadline for the submission of the proposals. 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 will receive appropriate notice on whether ICEX has decided to award them the Contract or otherwise.

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

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

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

THIRD. - Award sum

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

The price tendered by the bidding company for net surface may not exceed **three hundred thirty-four thousand five hundred US dollars (334.500 USD)** -500 USD/sqm x 669 sqm-, VAT excluded.

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 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 extension, unless express agreement thereon by the Parties.

The price per Sqm 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 works, supervision works, truckage charges, disposal costs, management fees, or the production and hanging works (installation and dismantling) of all the hanging elements if required.
- Electricity and Power supply. All electrical installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official contractor of the Fair).

No additional extra costs will be accepted.

FOURTH. – Estimated Contract Value

The estimated value of the contract considers the value of the contract and the value of one possible extension (the following edition of the fair) and amendments.

According to the latter, the estimated total contract value is **seven hundred thirty-five thousand nine hundred dollars (735.900 USD), excluding VAT**, which includes the following amounts:

- Main contract maximum budget: 334.500 USD
- First extension maximum budget: 334.500 USD
- Amendments (max. 20%): 66.900 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 thirty (30) days after the conclusion of the fairs upon presentation of the corresponding invoices, issued in USD, once the penalties, if any, have been deducted. Administrative requirements for billing- Invoicing details:

- All invoices must be billed to:

ICEX España Exportación e Inversiones, E.P.E. (ICEX Spain Trade and Investment, E.P.E.)
VAT number: ES Q - 2891001F
Paseo de la Castellana 278
E-28046 Madrid (Spain)

- And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.
Trade Commission, Consulate-General of Spain in Hong Kong
Queensway, 89, Lippo Centre Tower One 2004
Hong Kong N/A
China-Hong Kong
VAT number: ES Q2891001F (ICEX is VAT registered in Spain)

SIXTH. - Procedure

This briefing will be sent to a number of contractors with relevant references. and published on the Trade Commission of Spain's portal: [ICEX España Exportación e Inversiones, E.P.E >> Inicio](#)

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to 13 July, 2pm Hong Kong time.

Please note that any expenditure incurred in 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 17 July, 2pm Hong Kong 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, in electronic format as a pdf file and where appropriate, an Excel file may be used 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 (see Document 3) will be opened and evaluated. The price contained in the economic offer (see Document 3) will not be known until that moment.

A decision will be made within an estimated period of 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 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 prove that the highest annual turnover (volume of business), within the last three (3) years available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **334.500 USD**.
- Mention of other dressing projects in which they have been involved in the last three (3) years, with special emphasis on dressing projects for National Pavilion at Trade Fairs.
- 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

Documentation to be submitted by the bidders:

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

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

- Document 3: ECONOMIC PROPOSAL

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

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

Proposals exceeding the maximum available budget 334.500 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 to the signing of this Agreement, the Awardee must submit the documentation foreseen in the Schedule of these Bidding Specifications (Annex 1 and Annex 2 only for the Awardee) within the terms established for the same.

EIGHTH. - Extension of the Agreement

In order to uphold the institutional image of Spain at International Trade Shows or Fairs, ICEX hereby reserves the right to extend this Agreement with the Awardee for the following edition 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.

NINETH. – Modification of the Agreement

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 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 as 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 may be necessary to introduce in this edition or in the following ones.

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 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: hongkong@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 the 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 terms 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 to them the 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 the obtention of 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 previously authorises such subcontracting. In that event, the contractor will remain 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

17.1- Assembly

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.

17.2- Dismantling

ICEX may establish penalties in the event of an inadequate dismantling and withdrawal of the elements used in connection with the decoration of the 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 Contract.

EIGHTEENTH. - Termination

ICEX is entitled to terminate this Agreement 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.

NINETEENTH. - Procurement Board

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

President	Pablo Conde	Fashion, Habitat, Cultural Industries Director
Substitute	Alfonso Janeiro	Head of the Fashion Accessories and Leisure department
Member	Alfonso Janeiro	Head of the Fashion Accessories and Leisure department
Substitute	Pedro Flores	Head of sector of Fashion Accessories and Leisure department
Member	Pedro Flores	Head of sector of Fashion Accessories and Leisure department
Substitute	Margot Gómez-Arnáu Díaz-Cañabate	Head of Cultural Industries department
Member	Margot Gómez-Arnáu Díaz-Cañabate	Head of Cultural Industries department
Substitute	Pedro Flores	Head of sector of Fashion Accessories and Leisure department
Secretary	Pedro Patiño	Deputy Director of Contracting
Substitute	M ^a Elena Menéndez	Member of the Procurement department

TWENTIETH. - 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.

Hong Kong, 5 July 2023

ICEX Board of Directors

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

Cristina Tejjelo Casanova
Deputy Consul-General and Senior Trade Commissioner
Trade Commission of Spain in Hong Kong

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

SECTION B - TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
COSMOPROF ASIA HONG KONG 2023	15-17 November 2023	Hong Kong Convention and Exhibition Centre, Hong Kong.	669 sqm

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

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

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

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

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

A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the tenders, must be enclosed with the offer.

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

The bidder must consider in its quotation the following works:

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

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)

- 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

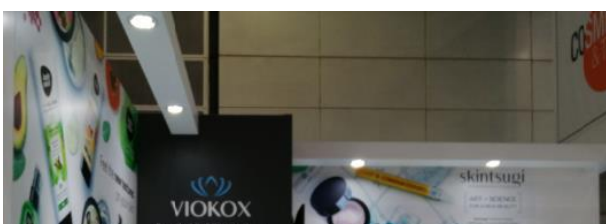
Columns and beams 10 cm square section white finish.



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. 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. 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

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).

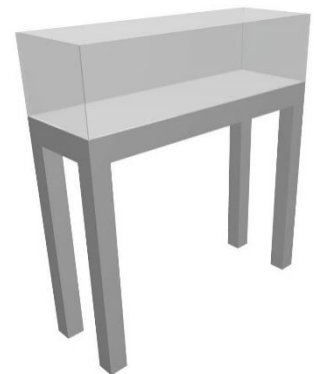
HEIGHT: 100 cm
 WIDTH: 40 cm
 LENGTH: 120 cm

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 colour in Helvetica Neue 45 Light, typography.



3.2. Signage

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)

“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 colour 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 must be included in the Tender.

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

The number of spotlights for each stand has to guarantee a homogeneous lighting. In addition of downlights 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 sent to the contractor in due 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 aisles 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 aisles 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 shelves

ICEX Booth



In this area ICEX staff will provide visitors with general information about the Pavilion of Spain and the information about the sector. 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,
- Lightbox. ICEX will provide the successful bidder with the necessary information (images, list of exhibitors, logos, etc.) for the design and final artwork of the graphics in the lightbox.
- Printed images covering the rest of the walls from floor to ceiling. ICEX will provide the successful bidder with the necessary information for the design and final artwork of the graphics on the walls.
- 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, coffee and bottles of water, all provided by contractor.

6. MISCELLANEOUS

6.1. 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 with 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 said materials upon the closing of the Trade Fair. This must be included in the overall price.

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

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

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

6.2. Other information

Graphics produced by the contractor shall be included in the Tender. Final artworks will be provided by ICEX, except for the ICEX booth, where ICEX will provide the successful bidder with the necessary information for the design and final artwork of the graphics.

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 overtime fees, 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 space 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.

Hong Kong, on the date shown by signature.

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

Cristina Teijelo Casanova
Deputy Consul-General and Senior Trade Commissioner
Trade Commission of Spain in Hong Kong

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

See ANNEX A – LAYOUTS

See ANNEX B– ECONOMICAL OFFER

ANNEX 1 – LEGAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

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

ANNEX 2 – TECHNICAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

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

ANNEX A – LAYOUTS

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