

GRAN ORDEN DE CABALLEROS DEL VINO - ANNUAL INVESTITURE DINNER 2024

We would be grateful if you could submit a full quote for hosting our annual *Gran Orden de Caballeros del Vino Dinner 2024*.

In terms of dates, we are currently looking at:

- Thursday 23rd May 2024
or
- Thursday 13th June 2024

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

- A reception (18h30 – 19h30) in a dedicated room, followed by dinner in the main Ballroom (19h30 – 22h45) and after-dinner bar (22h45 – 00h30, in the same room as the reception) for approximately 270 guests (minimum agreed number of 220 guests).
- The menu is to be designed around the wines supplied for the event by our importers and/or exporters and should have a Spanish touch to it. We do not ask for the menu to feature Spanish dishes as such, but it is important that it reflects a sense of Spain.
- Access to a suitable space before the dinner (from 15h00 – 16h30) to open and nose all of the wines (except the Cava) to be served at the dinner.
- Stage with lectern. This will be used for the investiture of the new members of the Order and for speeches after the dinner.
- Security officers to be provided for an estimated attendance of 270 guests, from 18h30 to 00h30.

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

Proposals will be evaluated and compared using the following criteria only:

- Cost per head for the dinner menu: 3 canapés for the reception followed by a 3-course meal (starter, main and dessert) for the dinner. **Proposals will be assessed based on minimum agreed number of 220 guests.**

	Minimum agreed	Cost per person (ex VAT)	Total (ex VAT)
3 canapés	220	£	£
3 course dinner	220	£	£



- **Corkage charges** for 75cl bottles of still wine, Cava and Sherry. **Proposals will be assessed based on a minimum of 120 bottles of still wine (75 cl), 50 bottles of Cava (75 cl) and 20 bottles of Sherry (75 cl) only.**

	Cost per 75 cl (ex VAT)	Cost per 50 cl (ex VAT)	Estimated 75cl bottles	Total (ex VAT)
Still Wine	£	£	120	£
Cava (sparkling wine)	£	£	50	£
Sherry	£	£	20	£

** Proportional adjustments should be made to corkage costs should wine provided be in smaller 50cl or 37.5cl bottles.*

- We also provide our own Spanish mineral water for the dinner, and Spanish beer for the after-dinner bar. Traditionally no corkage has been applied to these beverages, but we would ask that you indicate whether or not a corkage charge would apply, per item. **Proposals will be assessed based on 200 bottles of water and 150 bottles of beer. If a flat fee is applied, please indicate so.**

	Cost per bottle (ex VAT)	Estimated bottles	Total (ex VAT)
Mineral Water	£	200	£
Beer (33 cl)	£	150	£

- Others, **if applicable:**

Space for nosing of wines	£
Security	£
Total	£

Venues interested in bidding may contact ICEX with any questions about the brief at tenders@icex.es, up to **December 8 at 9:00 AM CET**.

The proposal needs to be sent via email **EXCLUSIVELY** to tenders@icex.es by **December 12 at 9:00 AM CET**. All files should not exceed 4mb in size if sent as attachment; should files be larger, use a file transfer service, which you have verified works.

In London, on the date of signature,

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

Álvaro Nadal Belda
 Head of the Economic and Commercial Office in London

Eligible for co-financing with European Union Funds

