

**CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:  
JEWELERS CIRCULAR KEYSTONE (JCK) 2023**

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

Trade Fair	Date	Venue	Estimated surface
<b><u>JEWELERS CIRCULAR KEYSTONE (JCK) 2023</u></b>	2-5 June 2023	The Venetian Expo, Las Vegas, Nevada (USA)	223 sqm

**Tender bidding specifications (Taxes excluded)**

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

**The tenders should include a breaking down in which the price offered and taxes must be clearly described and separated.**

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

All tenders must be submitted in USD excluding VAT (taxes must be clearly described and separated).

Estimated surface: **223 sqm.**

The price offered shall be of maximum **1,300.00 USD/sqm** expenses and any applicable taxes excluded.

The price tendered by the bidding company for the estimated net surface may not exceed USD 289,900.00 (two hundred eighty-nine thousand nine hundred US dollars) **223 sqm** VAT and taxes excluded.

Concept	Estimated Surface (sqm)	Max. price USD per sqm	Max. cost USD without VAT
Booth's construction	223,00	1.300,00	289.900,00

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 March 29<sup>st</sup> 2023** 14:00 hrs Los Ángeles local time.

Los Ángeles, on the date shown by signature

ICEX Board of Directors

By Delegation (Resolution of September 30<sup>th</sup>, 2021 - BOE [Official State Gazette] of October 11<sup>st</sup>, 2021),

Juan Luis Gimeno Chocarro

Economic and Commercial Counsellor of Economic and Commercial Office of Spain in Los Ángeles

**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:

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 Jewelers Circular Keystone Show (JCK) on those new dates.

Trade Fair	Date	Venue	Estimated surface
<b><u>JEWELERS CIRCULAR KEYSTONE (JCK) 2023</u></b>	2-5 June 2023	The Venetian Expo, Las Vegas, Nevada (USA)	223 sqm

Consequently, after signing the agreement, the contractor will not start any production work until ICEX gives the appropriate instructions once the definitive fair dates have been set. These instructions will be given sufficiently in advance so that all the works can be accomplished.

**SECOND - Award Procedure**

The selection of the awardee company of this Tender shall be conducted, pursuant to the internal regulations of ICEX, and following the application of objective criteria which are listed here below, based on the weighted values assigned to each of them.

CRITERIA			SCORE
Economic Offer /Budget			40
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"			
Quality of materials and construction	Flooring	2	35
	Structure	18	
	Showcases	15	
Electrical and lighting			12
Degree of compliance with tender specifications of the proposed lighting solutions based on the <u>pictures, technical drawings and descriptions</u> provided by the bidder.			
Furniture			3
Quality of the proposed furniture evaluated based on the <u>pictures and descriptions</u> provided by the bidder.			
Graphics			8
Cleaning			2
<b>TOTAL</b>			<b>100</b>

The evaluation of these criteria will be done according to the specifications indicated in **SECTION B – TECHNICAL SPECIFICATIONS**.

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

0% of allocated points	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
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 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.

The successful bidder must submit together with the legal (financial) and technical specifications, the documentation set out in these Bidding Specifications (Annex 1 and Annex 2).

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 Agreement 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.

The price tendered by the bidding company for the estimated net surface may not exceed USD 289,900.00 (two hundred eighty-nine thousand nine hundred US dollars) **223 sqm** VAT and taxes 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 Sqm specified in the tender, may not be varied or amended in any way by the Awardee, during the period of the Agreement and following extension.

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 equipment's 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, **dravage** 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, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.
- 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 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 first contract and the value of one possible extension and amendments.

According to the latter, **the estimated total contract value** of these contracts is **(637,780.00 USD taxes excluded)**, which includes the following amounts:

- Main contract maximum budget: 289,900.00 USD
- First extension maximum budget: 289,900.00 USD
- Amendments (20%) 57,980.00 USD

#### **FIFTH. - Price and payment arrangement**

ICEX will satisfy the amount specified in the tender in instalments. The first instalment of 50% of the estimated total price is due upon signature of the contract and CONTRACTOR'S presentation of the corresponding invoice.

The second instalment corresponding to the remaining 50% of the total price agreed will be paid within thirty (30) days after the conclusion of the fair upon presentation of the corresponding invoice, issued USD, once the penalties, if any, have been deducted. and it has been verified that the CONTRACTOR has fully complied with each and every obligation set forth herein, in particular, those concerning the dismantling of the Pavilion and ICEX's officer at the Tradeshow has given his prior approval to the works done.

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  
E-28046 Madrid (Spain)

And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.  
Economic and Commercial Office  
1900 Avenue of the Stars, Ste. 2430

Los Angeles, CA 90067  
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)

## **SIXTH. - Procedure-**

This briefing will be circulated to multiple Companies. And will be published on the Trade Commission of Spain in Los Angeles website: <https://www.icex.es/es/quienes-somos/donde-estamos/red-externo-de-comercio/US/convocatorias>

**The Companies interested in bidding may contact ICEX ([tenders@icex.es](mailto:tenders@icex.es)) with any questions about the brief up (March, 28<sup>th</sup>), at 10:00 AM Los Angeles Time.**

Please note that any expenditure incurred by candidate Companies in the preparation of the proposals presentation and quotes will be at the expense of those companies involved. Submission of the offer will not generate any fees or reimbursement of any type of expenses.

Submission of an offer and participation in this tender implies the Company express acceptance of all the points contained in this briefing.

**The proposal needs to be sent via email to [tenders@icex.es](mailto:tenders@icex.es) (29<sup>st</sup> March ) at 14:00 Los Angeles Time.**

All files should not exceed 4mb in size if sent as attachment; should files be larger, use a file transfer service, which you have verified works.

The proposal will need to be presented in English, electronically as a pdf and where appropriate, use Excel for numbers.

All competing Companies submitting a proposal should be aware that ICEX Legal Services will review the documentation submitted to ensure that they comply with the requirements of this brief.

After verifying compliance with the Company requirements (see Document 1), the technical offer (work proposal see Document 2) will be reviewed and evaluated. Once the evaluation scores have been assigned to the technical proposal, the economic offer (see 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 **3 separate documents** detailed as follows:

All the documentation shall be submitted **only** in **ELECTRONIC FORMAT**.

### **- Document 1: LEGAL DOCUMENTATION TO BE SUBMITTED**

The Tenders shall provide detailed information about their companies with reference to the following items:

- Legal status, structure, size (turnover, number of employees).
- All competing bidders will be required to provide a solvency report in order to proof that the annual volume of business, referred to the best exercise within the last three (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 **289,900.00 USD**.

- Mention of other dressing projects in which they have been involved in the last three years, with special stress on dressing projects for National Pavilion at Trade Fairs.
- 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**

Documentation to be submitted by the bidders:

- A sufficient number of layouts and views to show a proper comprehension of the project, taking into consideration the aspects indicated in the "Specifications of works".
- A detailed written description of all the elements of the project.
- Construction details of all the main elements of the project.
- Photographs of samples of the proposed materials and systems.
- Pictures and descriptions of the proposed furniture and lighting fixtures.

The offer should include information to enable tenders to be evaluated in accordance with the criteria set out above.

***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**

Economic proposal must be in (USD).

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

**The tenders must show the price with taxes clearly separated.**

Proposals exceeding the maximum available budget **289,900.00 USD**, taxes excluded, (223 sqm) will not be considered.

#### **SEVENTH. -Entering into an Agreement**

The legal relationship between the successful Awardee of the tender and ICEX shall be recorded following the execution of an Agreement. Prior the signing of this Agreement, the Awardee must submit within the terms established for the same, the documentation foreseen in the Schedule of these Bidding Specifications (Annex 1 and Annex 2).

#### **EIGHTH - Extension of the Agreement**

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- Procurement Board**

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

President	Pablo Conde	Fashion, Habitat and Cultural Industries Director
Substitute	Alfonso Janeiro	Head of Department of Fashion and accessories
Member	Juan Ángel Abrit	Fashion and accessories Manager
Substitute	Cristina Carcedo Fernández	Fashion and accessories Manager
Member	Pablo Barea	Head of Department of Film, TV, Video Games, and Cybersecurity at the Trade Commission of Spain in Los Angeles
Substitute	Senin Carbia	Head of Department of Energy, Aerospace, and Smart Cities at the Trade Commission of Spain in Los Angeles
Member	Senin Carbia	Head of Department of Energy, Aerospace, and Smart Cities at the Trade Commission of Spain in Los Angeles
Substitute	Pablo Barea	Head of Department of Film, TV, Video Games, and Cybersecurity at the Trade Commission of Spain in Los Angeles
Secretary	Pedro Patiño	Deputy Director of Procurement. ICEX Headquarters
Substitute	M <sup>a</sup> Elena Menéndez	Member of the Procurement Department. ICEX Headquarters

#### 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 imply a substantial modification. For these purposes, those whose cost implies a variation in the contract price of more than 20% will be considered a substantial modification.

Possible changes in the contract price may be due to a change in the fair location or to new functionalities in the program of needs and / or equipment of the institutional stand or company stands, the inclusion of elements that reinforce the signage at height, which it may be necessary to introduce in this or the next edition of this fair if the contract is extended.

In this case, the successful tenderer will provide in writing, at the request of ICEX, the technical, economic and other conditions, before carrying out any modification to the contract. The modification must be previously approved by ICEX and formalized in the corresponding contract.

#### 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 2024, 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 2023 or 2024 or the Pavilion is cancelled in 2023 and 2024, 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.

### **THIRTEENTH. -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 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: [losangeles@comercio.mineco.es](mailto:losangeles@comercio.mineco.es).

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twenty-four (24) hours before the Trade Fair Opening at latest except in the event of force *Majeure* or restrictions imposed by the Fairground Authorities. The last day of such works shall be devoted to cleaning tasks in general and attention to stands.

Every stand must be completely cleaned before the arrival of the exhibitors, once again, the stands must be completely cleaned one (1) hour before the Trade fair opening, being this the sole responsibility of the Contractor. The successful bidder shall also be responsible for compliance of all regulations established by the venue's Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the show. This must be included in the overall price.

All works must be conducted pursuant to the technical specifications set out in these bidding specifications (Section B) and with adequate materials/furniture and finish, whereby faulty or low-quality materials shall not be acceptable.

The Awardee is likewise obliged to dismantle the stands within the term and provisions contemplated in the Regulations of the Enclosure, as well to the instructions given by ICEX or its representatives at the Trade Fair.

### **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 tenderer's price offer.

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.

## **EIGHTEENTH – 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.

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.

### **18.2 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 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 Agreement.

## **NINETEENTH – 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.

### **TWENTIETH - Applicable legislation**

Dressing works shall be governed by the terms of the 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.

Los Ángeles, on the date shown by signature

ICEX Board of Directors

By Delegation (Resolution of September 30<sup>th</sup>, 2021 BOE [Official State Gazette] of October 11<sup>st</sup>, 2021),

Juan Luis Gimeno Chocarro

Economic and Commercial Counsellor of Economic and Commercial Office of Spain in Los Ángeles

**BIDDING SPECIFICATIONS GOVERNING THIS TENDER**

**SECTION B – TECHNICAL SPECIFICATIONS**

Trade Fair	Date	Venue	Estimated surface
<b>JEWELERS CIRCULAR KEYSTONE (JCK) 2023</b>	2-5 June 2023	The Venetian Expo, Las Vegas, Nevada (USA)	223 sqm (m <sup>2</sup> )

**SPECIFICATIONS OF WORKS**

The awardee shall be responsible for compliance of all technical regulations established by the Trade Fair Organization and the Convention Center, and to submit them layouts subject to approval, as well as for the payment of the deposits required by Organisers to allow the works at Exhibition Hall, all of which should be included in the Tender price.

The plans attached are only illustrative. Final layouts will be sent to the awardee well 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 Price 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 bid should include **IN DOCUMENT 2**:
  - A sufficient number of layouts and views to show a proper comprehension of the project, taking into consideration the aspects indicated in the “Specifications of works”.
  - A detailed written description of all the elements of the project.
  - Construction details of all the main elements of the project.
  - Photographs of samples of the proposed materials and systems.
  - Pictures and descriptions of the proposed furniture and lighting fixtures.

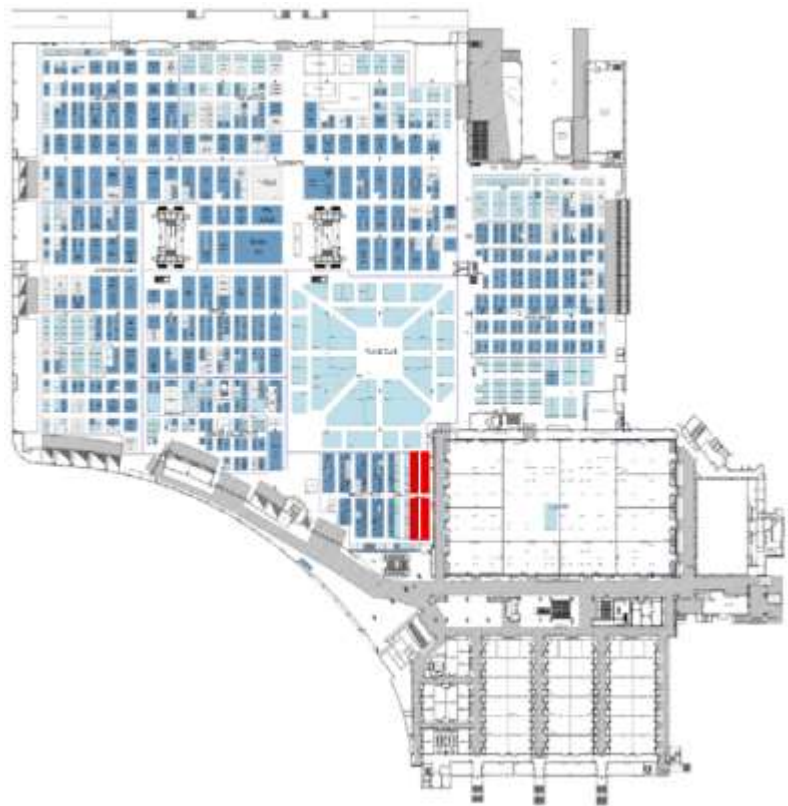
➤ **Only this information prepared by the bidders included in Document 2 will be used to evaluate the criteria set forth in this tender.**

**DESIGN AND CONSTRUCTION**

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

18,00 m <sup>2</sup>	18,00 m <sup>2</sup>
10,82 m <sup>2</sup>	9,91 m <sup>2</sup>
27,00 m <sup>2</sup>	9,91 m <sup>2</sup>
	18,00 m <sup>2</sup>

18,00 m <sup>2</sup>	18,00 m <sup>2</sup>
9,45 m <sup>2</sup>	9,45 m <sup>2</sup>
9,45 m <sup>2</sup>	9,45 m <sup>2</sup>
9,45 m <sup>2</sup>	9,45 m <sup>2</sup>
9,45 m <sup>2</sup>	9,45 m <sup>2</sup>



## 1. FLOORING

The floor of the Pavilion will be covered with carpet white or black **without padding**.

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

To minimize wrinkles and allow the pass of flat wires under the carpet in order to give electrical service to floor sockets, thick carpet will be highly appreciated.

- **A sample (photograph) of the proposed white and black carpet should be included in the bid**

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

- Good quality material for the carpet (max.1 point)
- Range of colours proposed (max.1 point)

## 2. STRUCTURE

### Columns and beams

The Pavilion structure will be about 10 ft high (approximately 3.05 m) with square section approximately 5 x 5 in (approximately 0.1270 x 0.1270 m) columns and beams in white finish. The structural system can be custom made or modular based system, but it should achieve a regular finish without visible joints or grooves (octa norm, maxima or similar modular systems are not recommended unless they are concealed). Custom made hollow steel system will be highly appreciated in order to allow the pass of wires.





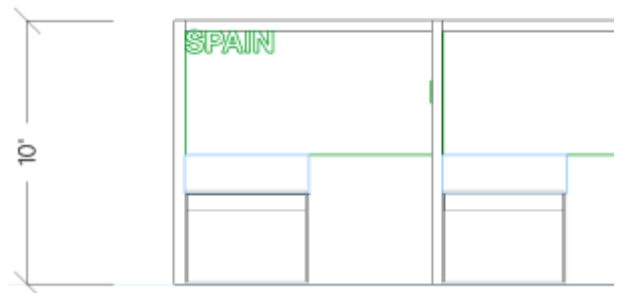
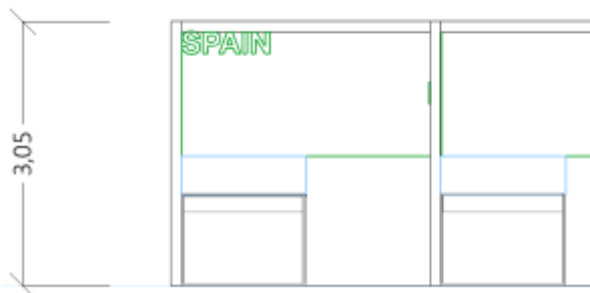
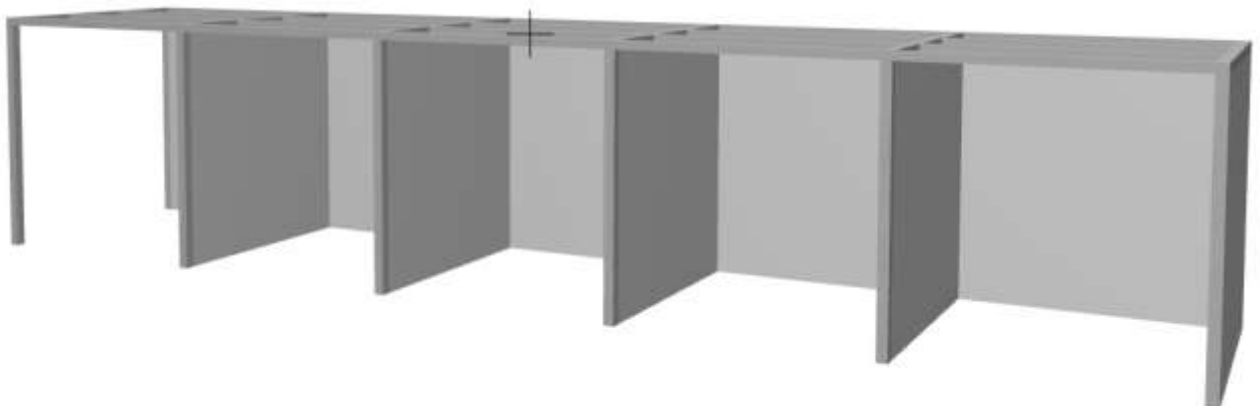
EXAMPLE: square section beams and columns



EXAMPLE: NOT ACCEPTED visible modular system

### Walls

The walls will be about 10 ft high (approximately 3.05 m) made of wooden panels finished in white color.



A continuous look should be achieved without any visible spaces, structural elements or joints.



In case some exhibitors want to add a storage room, it will be built at extra cost and invoiced to the exhibitor separately.

Storage rooms will be made of wooden panels, same height as the walls, painted in white. Every storage room has to include a set of heavy-duty shelves, a hanger and a lockable door.

Detailed description of the technical solution proposed, and samples of every material involved should be included in the bid.

### **Ceilings**

Every stand will be partially covered with pieces of ceiling 10 x 3 ft (approximately 3.048 x 0.9144 m), made of wood white finish at about 10 ft height (approximately 3.05 m).

A continuous look should be achieved without any spaces, structural elements between the panels or visible joints.

In case any exhibitors want to add extra ceiling pieces (with or without downlights), they will be installed at extra cost and invoiced to them separately.

Ceiling units up to. 10 m <sup>2</sup> (approx. 10'x10')	Ceiling units up to 18 m <sup>2</sup>	Ceiling units up to 27 m <sup>2</sup>
2	4	6

The following will be valued in the **STRUCTURE** section (max. 18 points):

- Columns and beams with good quality finish, with any visible modular elements concealed, ideally spray paint finish (max.4 points)
- Good quality walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish. (max. 4 points)
- Ceilings with good quality finish, with any visible modular elements concealed (max. 4 points)
- Total height of the structure greater than 3.05m (below the maximum allowed by the show) (max. 6 points)

### **3. SHOWCASES**

Each 10 m<sup>2</sup> (approx. 10'x10') booth will have 2 showcases.

Each low showcase will consist of:

- Lower part. 50x143xH117 cm (approximately). It might have company logo in cut out vinyl or company image. The website of the company will appear on the front of one of the low showcases in a cut-out vinyl in black color in Helvetica Neue 45 Light typography.
- Glass top 46x143xH46 cm made of glass with glass top and lockable door to access the exhibit space.



The following will be valued in the SHOWCASES section (max. 15 points):

- Custom made showcases instead of modular (max.5 points)
- Good quality of the opening, and closing system and access to the interior of the showcase (max. 5 points)
- A nice, simple and slender appearance (max.5 points)

#### 4. ELECTRICAL AND LIGHTING

- ❖ **Lighting is crucial to this project. A minimum of 1000 lx of illuminance inside the showcases is absolutely necessary (it will be measured in situ prior to the opening of the show)**

#### General lighting:

Ceilings over the booths will be equipped with recessed lights (downlights). The equipment proposed and the number of lamps must guarantee homogeneous and sufficient lighting with a **minimum of:**

- **1000 luxes for the product**
- **500 luxes in the working area**
- **500 luxes for graphics in the back wall**

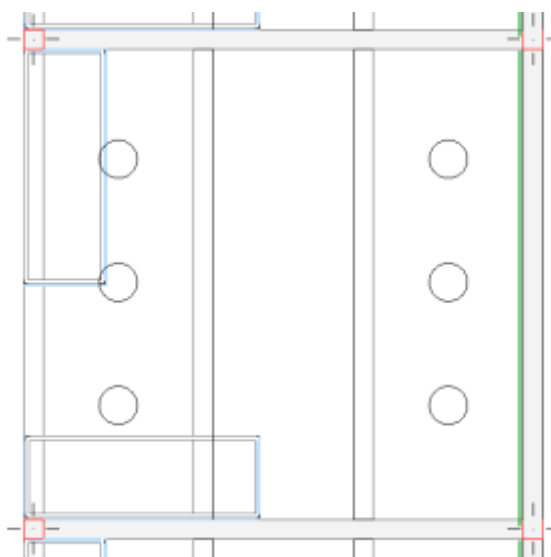
In order to guarantee exhibitor's products perfect lighting, adjustable downlights will be highly appreciated. Illuminance will be checked on site by ICEX with a luxometer in order to guarantee the luxes required.

#### Electricity:

The number of sockets to be included appear in the chart below. The sockets will be provided at any chosen location (ceiling, walls or floor) at no extra cost.

Single socket 110-120V/500 Watt units up to. 10 m <sup>2</sup>	Single socket 110-120V/500 Watt units up to. 18 m <sup>2</sup>	Single socket 110-120V/500 Watt units up to. 27 m <sup>2</sup>
1	2	3





EXAMPLE OF BOOTH LAYOUT

The Contractor will be in charge of and will be held responsible for the electrical fittings, and ordering of the general supply power previously described. All power and electricity costs of the above described must be included in the bid.

ICEX will provide the Contractor with the electrical requirements above described, and the Contractor will carry out all works related with power installations for both typologies of booths, starting from the general supply points and will provide all the necessary spotlights for general lighting purposes.

The contractor must provide all sockets with adaptors to European plugs. All wires have to be hidden. All power provided based on 110V.

A description including pictures, technical details, number and location of downlights should be included in the bid.

The following will be valued in the ELECTRICAL AND LIGHTING section (max. 12 points):

- Adequate location and number of ceilings and recessed lights to light the showcases (max. 8 points)
- Adequate location and number of ceilings and recessed lights to light the graphics and tables (max. 4 points)

## 5. FURNITURE

The following elements should be included in the price tendered.

### Basic furniture:

Number of basic furniture for each booth size:

	Units for booths up to 10 m <sup>2</sup> (approx 10'x10')	Units for booths up to 18 m <sup>2</sup>	Units for booths up to 27 m <sup>2</sup>
SQUARE TABLE 85 cm	1	2	3
CHAIRS	3	6	9
LOCKABLE CUPBOARD	1	2	3

WASTE BIN	1	1	1
SOCKETS	1	2	3
SHOWCASE	2	4	6
GRAPHICS LOGO	2	4	6
GRAPHICS IMAGE 142 cm x H150 cm	2	4	6

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

Extra furniture

The exhibitors will have the option to order items in addition to those included in the above set. To this end, a list of pictures, dimensions, materials and prices of the following optional items should be submitted:

- Table.
- Chair.
- Waste bin.
- Socket 120 V/500 Watts.
- Lockable catalogue cabinet.
- 42” screen, (socket included if necessary) with USB port
- DVD player, (socket included if necessary).
- Price per sqm (m<sup>2</sup>) of color printed graphics.
- Price per sqm (m<sup>2</sup>) of storage room
- Price per extra unit of ceiling (with downlights equipment). See CEILINGS.

A list of final exhibitor’s requirements, both basic and extra, will be sent to the contractor well before the dates of the Show.

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

- Good quality of furniture based on pictures and descriptions provided by the bidder (max. 3 points)

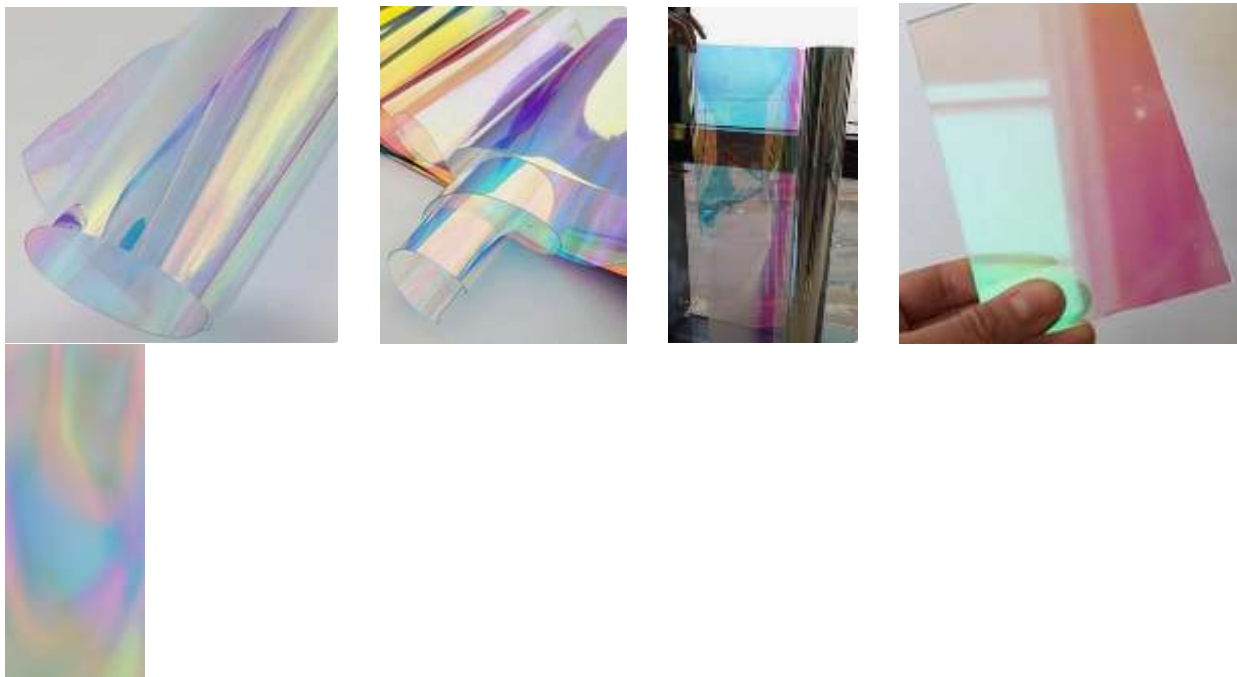
**6. GRAPHICS**

Pavilion’s Signage

The text-logo “SPAIN” will be placed on the head of the islands facing Hall entrances and/or main aisles. The bidder will propose a total number of signages (no less than 4 units) taking into account the size, number of islands and relative position of the Pavilion of Spain at each show and edition.

Plans attached are only illustrative. Final layouts may vary and will be sent to the awardee well before the dates of the Show.

The signage will be based on the use of individual 3D letters made of transparent plastic with an iridescent finish.



Example of iridescent/dichroic finish to cover plastic letters of “SPAIN”

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

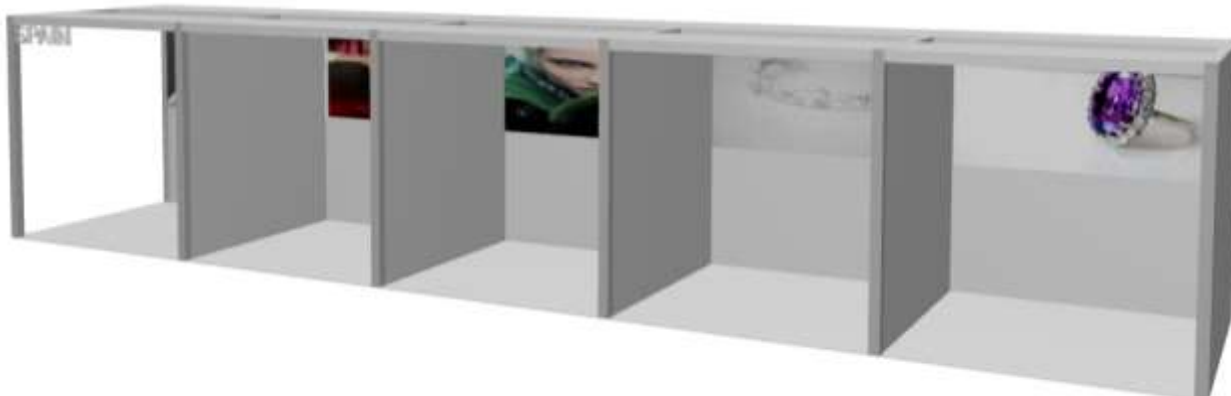
- Good quality of iridescent material based on pictures and descriptions (max. 5 points)

### Booths' graphics

Every booth will have an image covering the back wall from 1,5m from floor up to the top.

Every booth will be identified by labels with its booth number. Each label consists of a dark grey colour vinyl with cut out booth number showing wall finish colour through. Font will be Helvetica Neue Bold. ICEX will send a list of booth numbers to the awardee in good time before the dates of the Show.

The number of labels per booth will guarantee the visibility from any of the possible approximation ways to the booth.



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

- Good quality of printed images and cut-out vinyl based on descriptions and pictures (max. 3 points)

## 7. CLEANING

Every stand must be completely cleaned before the arrival of the exhibitors. Once again, the stands must be completely cleaned one (1) hour before the opening, being this the sole responsibility of the Contractor.

The successful bidder shall also be responsible for compliance of all regulations established by the Trade Fair Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the Trade Fair. This must be included in the overall price.

It is recommended, one or more persons of the awardee's personnel dedicated exclusively to cleaning tasks.

The following will be valued in CLEANING section (max. 2 points):

- Adequate planification of the cleaning tasks, assuring a proper cleaning in time (max. 1 point)
- One or more persons of the awardee's personnel dedicated exclusively to cleaning tasks (max. 1 point)

## 8. ICEX BOOTH

A small booth typically 10 m<sup>2</sup> size will be occupied by ICEX. In this area ICEX staff will provide visitors with general information about the Spanish companies. Final ICEX booth design will be provided by ICEX to the awardee in good time before the dates of the Show.

In addition to the furniture set provided to each booth, the ICEX booth will also be equipped with a custom made information counter provided with shelves and a lockable area for brochure storage + 3 stools and a hook to hang bags.

In addition to the labels, the ICEX booth will be identified by a strip of logos (Gobierno de España-ICEX-FEDER) stuck at some visible area of the booth or on the front side of the counter.

If ICEX booth is big enough, a storage room 3 x 3 ft or bigger will be provided, equipped with heavy duty shelves system, 8 coat hangers and 1 socket 110V / 500w for general purposes, coffee machine and water bottles.

All walls might be covered with graphics, Art Final provided by ICEX.

Los Ángeles, on the date shown by signature

ICEX Board of Directors  
By Delegation (Resolution of September 30<sup>th</sup>, 2021 - BOE [Official State Gazette] of October 11<sup>st</sup>, 2021),

Juan Luis Gimeno Chocarro  
Economic and Commercial Counsellor  
Economic and Commercial Office of Spain in Los Ángeles

## **BIDDING SPECIFICATIONS GOVERNING THIS TENDER**

### **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 Fourteenth 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.