

REQUEST FOR PROPOSAL FOR VENUE AND CATERING SERVICES FOR THE SPAIN'S GREAT MATCH WASHINGTON, DC, - MAY 7, 2024

ICEX España Exportación e Inversiones, E.P.E. in New York, invites qualified facilities, Spanish restaurants and catering companies to present a proposal to provide the venue, Spanish tapas, equipment, a/v and all required services for the [Spain's Great Match](#) that will be hosted in **May 7, 2024**, according to the following terms of reference.

1.-	Contracting Authority:	ICEX España Exportación e Inversiones, E.P.E (ICEX) VAT No. Q2891001F
2.-	Case Number:	X054-21-2024
3.-	Scope of the contract:	Venue, catering, rentals, and A/V services for: <u>Event:</u> Spain's Great Match <u>Date:</u> May 7, 2024 <u>Location:</u> Washington, DC
4.-	Submission of tenders:	The three separate documents that represent the proposal need to be sent via email EXCLUSIVELY to tenders@icex.es by: Wednesday, March 20, 2024 at 5 pm ET (Eastern Time) . All files should not exceed 4MB in size if sent as attachment. For larger files please use a file transfer service.

This briefing will be circulated to multiple facilities, restaurants and/or catering companies.

1. SCOPE OF THE CONTRACT

The facility, restaurant and/or catering company will provide the venue, Spanish tapas, audio-visual, rentals, and security services.

Event Description

Spain's Great Match is one of the largest Spanish wine and food celebrations held **exclusively** for hospitality/restaurant trade and media guests featuring educational Master Sommelier-led seminars, producer tastings, and competitions to showcase authentic, high quality Spanish ingredients, wines, and spirits.



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Please see last October's NY [recap video here](#) for a visual (note: this event also hosted a consumer session, which will not be featured in DC).

Note: All wine and spirits will be provided by ICEX (the client).

EVENT ACTIVATIONS:

- **MS/MW-led Wine Seminars**

This event will consist of 2 seated masterclass seminars, led by a team of Master Sommeliers and/or Masters of Wine, diving into specific Spanish regions, tasting 6-8 wines (client provided), paired with Spanish cheeses and jamón (venue provided). These sessions are by prior reservation only.

- **Walkabout Culinary and Beverage Tasting**

The Walkabout session is open to all attendees and features 30-35 producer tables serving sample tastings of Spanish wines and food. Attendees are invited to sample 150 new vintages from many of the Spain's leading wineries alongside producer tastings of premium EVOO's, a selection of cheeses and cured meats (venue provided), and a variety of tapas (venue provided), at one of the largest celebrations of Spanish culture and gastronomy in the US.

- **Mini-Seminars**

Within the walkabout, attendees will have the opportunity to sit in on a rotating mini flight tasting, led by an Advanced or Master Sommelier. These sessions are served first come, first served.

- **Regionals, Organic/Natural and an Artisan Cocktail Bars**

A total of 4 bars. 2 bars focused on wine and food from 2 specific regions of Spain, 1 Artisan Cocktail Bar featuring up to 4 Spanish cocktails (liquor provided by ICEX; mixers, garnishes, and **drink service** provided by venue) and a 4th bar dedicated to organic /natural wines.

RUN OF SHOW:

- Set up Timing 7:00 am - 10:00 am
- Event Timing 11:00 am - 4:30 pm
- Seminar 1 11:30 am – 12:15 pm
- Walk-around tasting 12:30 pm – 4:30 pm
- Seminar 2 1:30 pm – 2:15 pm

Space and services required to be included in proposal:



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VENUE/SPACE REQUIREMENTS

- 2+ Distinct Activation Spaces
 - **Grand Tasting:** Main space to accommodate 200-250 attendees, 35 producer tables (6 ft tables) for walk-around tasting, up to 4 bars (pop-up rentals or built-in) for regional focus areas.
 - **Seminar Room** (*separate space*): Seating for appx. 70 attendees. Classroom seating preferred. Water glasses needed.
 - **Mini-Flight Tasting** (*can be a separate room or distinct area within the main space*): Seating for appx. 20 attendees for mini flight tasting (speed tasting) of 3-4 wines.
 - **Reception Area** (*can be within Main Space*): Guest check in. Space to accommodate 2 tables (or equivalent host stand), 3-4 chairs, and nearby power source.
- Well lit, attractive space
- Centrally and accessible venue located within the DC, parking available or parking garage nearby.

FOOD AND BEVERAGE NEEDS

- 2 x Seminars featuring Spanish charcuterie & cheese plates for 70 attendees per seminar.
- 8+ selection of tapas (mix of hot and cold) for 200-250 attendees
- 2+ food stations (ex. meat and cheese station, paella, etc.)
- 1 jamón carving station
- 4 cocktail mixers and garnishes for small tasting sized batched cocktails, where possible (alcohol will be provided)
- Flat rate corkage for appx. 150-175 wine bottles.

RENTAL NEEDS

Please indicate which rental items and quantities are available in-house for event use **AND** which need to be rented using the **RENTAL BUDGET**. Items needed for event use include:

- Appx. 1700 x Hand blown Wine Glasses (12-13oz)
- 35x Ice Bucket Stainless
- 40x Ice/Bus Tub
- 40x Lycra Ice Tub Cover Black
- 24x Rectangular Table 6'L x 18"W x 30"H (or equivalent) – classroom skinny
- 35x Rectangular Table 6'L x 30"W x 30"H (or equivalent) – producer tables
- 6x Easels for signage
- 80x Classroom chairs (where required)
- Table linens (where required)
- Coat/bag check items (hangers, bag tags, etc.)
- Pop up bars (where needed)



AUDIO VISUAL

Please indicate which rental items and quantities are available in-house for event use **AND** which need to be rented using the **RENTAL BUDGET**. Items needed for event use include:

- Set Up (3 spaces)
 - **Seminar Room:** Presentation with audio and visual needs (PPT)
 - **Tasting Bar (minis):** Audio needs only
 - **Main Floor:** Announcements (audio only)
- Equipment Needs
 - 3x 65" Samsung 4K TV w/ TV Stand
 - 5x Speakers + Speaker Stands
 - 1-3x Audio Mixers
 - 3x Wireless Microphone
 - 3x Lav Microphones
 - HDMI and all cable hook up needs
 - Setup, Breakdown (5.5 hrs)
 - 1 Tech on Site (5 hrs)
 - Raised platform to accommodate 2-3 speakers (if needed)

SECURITY NEEDS

Please provide 1 security guard from 10:00am - 5:00pm

2. TERM OF THE CONTRACT

The described services in the contract will run from the date the agreement is signed by both parties until May 8th and is not eligible for renewal.

3. BUDGET AND ESTIMATED CONTRACT VALUE

- The maximum available budget for the contract is **\$86,000** (including fees, gratuities, and taxes). i.e. Venue, catering, food, security, etc. **approx.** \$70,000 + A/V, rentals, etc. **approx.** 16,000).
- All service fees, as well as other expenses such as local transportation, and any other expenses related to the service provision must be included in the budget.
- The economic proposal will be evaluated based on the offered price excluding taxes, which must be clearly described in the economic offer.

4. TECHNICAL/PROFESSIONAL REQUIREMENTS

- The facility, restaurant and/or catering company must have demonstrated knowledge and expertise in the preparation of Spanish cuisine and tapas. Must demonstrate proven record by providing examples of past completed similar work in the last three years.
- The facility, restaurant and/or catering company must have an experienced chef and firsthand expertise working with Spanish cuisine in well regarded restaurants in the US or Spain (5+ years during the last 8 years). Include Chef's bio with proposal.



- The facility, restaurant and/or catering company must designate a primary contact person, that will be informed of all aspects of the contract, including administrative matters, as well as a service manager on site for the event.

5. ECONOMIC/FINANCIAL SOLVENCY REQUIREMENTS

- The facility, restaurant and/or catering company must have the human and material resources necessary for the successful execution of the service outlined in this brief.
- The facility, restaurant and/or catering company must demonstrate financial solvency by providing a certificate confirming revenues of at least 1.5X the contract value (\$129,000) in the best of the last three fiscal years.

5.1. INVOICING AND PAYMENTS

Invoices should be addressed and submitted as follows:

ICEX España Exportación e Inversiones, E.P.E.
 VAT No.: Q 2891001 F
 c/o Trade Commission of Spain
 405 Lexington Ave. 47 fl.
 New York, NY 10174

6. PROCEDURE FOR SUBMISSION OF PROPOSALS

Deadline: **Wednesday, March 20, 2024, at 5 pm ET (Eastern Time)**

- Submission VIA EMAIL, **ONLY** to: tenders@icex.es
- **Submission of an offer and participation in this tender implies express acceptance of all the points contained in this briefing by the facility, restaurant, or catering company.**

All files should not exceed 4MB in size if sent as attachment. A file transfer service should be used for larger files.

The proposal documents will need to be presented in English in **PDF format**.

A decision will be made as soon as possible after the proposal due date. The decision will be officially notified via email to begin work promptly.

IMPORTANT: Proposal submission must be divided into 3 (three) separate PDF documents (ANNEXES) detailed as follows:

- **Document one:** Proof of technical and financial solvency (**WITHOUT ANY REFERENCE TO THE PRICE**)



- Submit examples in the last three years of works of similar scale and scope, indicating dates and location of execution.
 - Primary contact person for the project.
 - Specify detail of human and material resources to be provided for the successful execution of the service outlined in this brief.
 - Letter stating the Chef fulfils the requirements (WITHOUT INCLUDING HIS/HER NAME OR CV).
- **Document two: The Proposed space, menu, services and plan of work (WITHOUT ANY REFERENCE TO THE PRICE)**
 - Detailed description of the available space including layout and the dimensions of rooms, equipment that is included in the venue price (i.e. tables, chairs, screens, a/v, etc.).
 - Detailed proposal, to include the tapas menu, including list of Spanish ingredients to be featured in the dishes, as well as details of how the catering service will be implemented (number of captains, servers, bartenders, etc.).
 - **Document three: Financial offer (total price)**
 - The total price for the service required, **itemized for venue/space, catering, food service, security A/V, rentals, fees and taxes**, which cannot exceed the **maximum available budget of \$86,000, including taxes**.
 - Include Chef's bio who will oversee the creation and preparation of the Spanish tapas menu.
 - **Review process:**
 - ICEX will first review the documentation submitted by each facility, restaurant, or catering company to ensure compliance with the requirements of this brief (**Document one**). After verifying their compliance with these prerequisites, the service proposal will be reviewed and evaluated (**Document two**). Once the evaluation scores have been assigned to the service proposal, the economic offer will be opened and evaluated (**Document three**). **The price contained in the economic offer will not be known until after the evaluation of the service proposal.**
 - 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 facility, restaurant or catering company concerned.
 - Submission of an offer and participation in this tender implies express acceptance of all the points contained in this briefing by the facility, restaurant, or catering company.

7. EVALUATION CRITERIA

All proposals will be evaluated and compared on equal terms using the following criteria and weighting on a 100-point scale:

EVALUATION CRITERIA	Points (Max.)
I. Economic Offer (Price)	Up to 30 Points
The proposal with the lowest budget will receive the highest score and the score for all others will be proportional. Lowest total price=maximum points Rest of the offers= proportional points, calculated as (price of the most economical offer / price of offer) X maximum score per criteria.	30
II. Proposal	Up to 70 points
The proposal will be valued on the following criteria:	
Space layout, location (Limited to venues located within the District of Columbia's city limits with preference to those north/northwest of the Anacostia River) and accessibility via car and public transportation. (max 20 points).	20
The extent to which the Proposal meets requirements as set out in this brief, will be valued according to the following breakdown: 1. Menu – Variety and authenticity of Spanish tapas (max 20 points) 2. Ingredients- incorporation of products of quality with Spanish protected designations of origin (PDO's) (max 35 points)	35
Chef's years of professional experience working with Spanish food, wines, culture, and gastronomy which exceeds the minimum 3 years within the last 6 years). 2.0 points per additional year. (max 10 points)	10
Added Value (without any additional cost) – Any service not specified in the Request for Proposal that may positively improve the presentation of the menu and services. (ex: venue décor, social media promotion, etc.) (max 5 points)	5

The elements of the proposals - other than price- will be scored as follows:

0% of allocated points	Major Reservations/ Constraints	Technical proposal criteria: <i>The response simply states that the bidder can meet some of the requirements set out but have not given information or detail on how they will do this.</i>
50% of allocated points	Compliant	Technical proposal criteria: <i>The bidder has provided some information about how they propose to meet most of the requirements. There is</i>

		<i>some doubt regarding their ability to consistently meet the full range of requirements.</i>
<i>75% of allocated points</i>	<i>Fully Compliant</i>	Technical proposal criteria: <i>The bidder has provided detailed information covering all elements, detailing how they propose to meet all the requirements. This gives full confidence in their ability to consistently meet the full range of our requirements.</i>
<i>100% of allocated points</i>	<i>Exceeds Requirements</i>	Technical proposal criteria: <i>The bidder meets the required standard in all respects and exceeds some or all of the major requirements, which in turn leads to added value within the contract.</i>

Bids disproportionate or anomalous

Financial proposals will be evaluated to determine whether they can be considered disproportionate or anomalous. Bids will be considered disproportionate or anomalous when:

- The financial proposal is 20% below the maximum budget in case there are fewer than three bidders.
- The financial proposal is 10% under the arithmetic mean of the bids submitted in case there are three or more bidders. Notwithstanding, the most expensive bid will be excluded, when calculating the arithmetic mean.

Whenever a bid is considered disproportionate or anomalous, the interested party will be requested to justify their proposal, its terms, and conditions, within 72 hours following its notification. Having received the plea or the aforesaid time limit having expired, the Client will decide, upon technical advice, if necessary, on considering the bid disproportionate or anomalous, excluding it accordingly.

Tiebreaker criteria

In the event of a tie in the score obtained by two or more bidders, it will be resolved by applying the following social criteria in order, referred to at the end of the deadline for submitting offers:

- Higher percentage of workers with disabilities or in a situation of social exclusion in the workforce of each of the companies, giving priority in case of equality, the largest number of permanent workers with disabilities in the workforce, or the largest number of workers in a situation of social exclusion in the workforce.
- Lower percentage of temporary contracts in the workforce of each of the companies.
- Higher percentage of women employed in the workforce of each of the companies.
- The draw if the application of the above criteria had not resulted in a tiebreaker.

The supporting documentation for the tiebreaker criteria referred to in this section will be provided by the bidders at the time the tie occurs, and not previously.

8. OBLIGATIONS

The facility, restaurant, or catering company shall be responsible for the technical quality of the work and services it may carry out during the contract. It shall also be responsible for any consequences arising for ICEX, or for third parties, from errors, omissions, inappropriate methods, or incorrect conclusions in the performance of the contract.

Specifically, the facility, restaurant, or catering company shall be responsible for:

- Ensuring that both the development and the result of the services/work which it has been contracted to carry out comply with the quality specifications required by ICEX.
- Compliance with the time-limits agreed with ICEX in each case.
- Omissions, errors, incorrect conclusions, or inappropriate methods that it may recommend and implement during the term of the contract.
- The personnel forming part of the project team assigned to the development and performance of the Contract, with the facility, restaurant, and/or catering company bearing sole liability in employment matters for the conduct and operation of the above-mentioned team.
- The processing of any information and data made available to it.

Only the activities, budgets and procedures included in the Contract will be binding for the Parties.

9. CANCELLATIONS

ICEX reserves the right to unilaterally terminate the Contract if the services are not performed in accordance with the instructions received from ICEX, if any of the deadlines applicable to the facility, restaurant, and/or catering company are not met or if there is any failure to fulfil the obligations established in the Contract. All the above is without prejudice to any claims for damages that might arise.

Force Majeure or restrictions imposed by the Authorities.

The parties will not be responsible for the damages and losses caused to the other party for delays or breaches of the contract that bring their cause in cases of *force majeure* or restrictions imposed by the Authorities. The duties of the contract will be considered suspended while the situation of *force majeure* or 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 restriction extends in time for more than three months, either party will be entitled to request the termination of the contract without having to indemnify the other party for it.

Cancellation or postponement of activities

In the event an activity eventually is not held, ICEX shall solely satisfy the expenses incurred by the facility, restaurant, or catering company from the date of the contract (and in connection with the same) until the date of a formal notice of the cancellation by ICEX. To be reimbursed, the facility, restaurant, and/or catering company must submit all documentary invoices of the expenses incurred up to that date.

In the event that the activity is postponed, the parties will try to reach an agreement in good faith that benefits their respective interests as much as possible.

10. INTELLECTUAL PROPERTY AND CONFIDENTIALITY

All intellectual or industrial property rights in the work created by the facility, restaurant, or catering company and all the information gathered by it in connection with the contract shall belong to ICEX.

The facility, restaurant, and/or catering company shall, at its own expense, defend any claim or threatened claim brought by third parties against ICEX, insofar as said claim is based on the allegation that the work carried out by the Catering company or Restaurant within the framework of this contract infringes intellectual or industrial property rights of third parties or constitutes an undue appropriation of trade or industrial secrets belonging to third parties.

The facility, restaurant, and/or catering company is obliged to maintain professional confidentiality with regard to the information and documentation provided by ICEX for the performance of the services.

The facility, restaurant, and/or catering company shall only permit access to the confidential information to those persons who have a need to know it for the purposes of carrying out the activities and services under the contract. The facility, restaurant, and/or catering company shall be responsible for ensuring compliance with the confidentiality obligations by the personnel in its employ and by any persons or entities working in collaboration with the facility, restaurant, and/or catering company or subcontracted by it.

The facility, restaurant, and/or catering company also undertakes not to use any confidential information belonging to ICEX to which it may have access for its own or private purposes or for any other purposes.

This obligation shall remain in force both during and after the end of the activities to which the contract relates, until the said information comes into the public domain or, for any other legitimate reasons, loses its confidential status.

Failure to comply with the obligations indicated above shall entitle ICEX to bring civil or even criminal actions against the facility, restaurant, or catering company for any liability that might be applicable.

This clause shall not apply to information that is (i) in the public domain, (ii) already known to the party receiving it, (iii) disclosed in compliance with court orders or under legal obligations.

11. EUROPEAN FUNDING

The activities contemplated under this briefing may be subject to European Union's financing.

The successful tenderer will be obliged to comply with the information and advertising obligations set out in Annex XII, section 2.2. of Regulation (EU) 1303/2013 of the European Parliament and of the Council of 17 December 2013, and in particular with the following:



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- In the working documents, as well as in the reports and in any type of medium which is used in the actions necessary for the subject of the contract, the EU emblem will appear in an obvious and noticeable way.
- In any public dissemination or reference to the actions provided for in the contract, whatever the means chosen (brochures, posters, etc.), the following elements must be included in a noticeable manner: emblem of the Union European in accordance with established graphic standards.

12. CONTRACT AND JURISDICTION

Once the facility, restaurant, and/or catering company has been selected, a contract will be signed between ICEX and the facility, restaurant, or catering company.

To solve any dispute, disagreement, issue or claim which may arise from the performance of the Agreement executed with the Awardee of this tender, the matter will be referred to Ordinary Courts and Tribunals of Madrid (Spain), expressly waiving any other jurisdiction. The language used in any dispute shall be Spanish. Spanish legislation shall be applicable to the contents of this Tender.

New York, on the date included in the signature.

ICEX Board of Directors

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

Carlos Jiménez Aguirre
Trade Commissioner of Spain in New York

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