

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

CHINA BEAUTY EXPO 2022

The Economic and Commercial Office of the Embassy of Spain in Shanghai in the name of ICEX SPAIN TRADE AND INVESTMENT, E.P.E., (from now ICEX), hereby convenes a tender for the design, construction, assembly, maintenance and dismantling works of the Official Pavilion of Spain at the following International Trade Fair:

Trade Fair	Date	Venue	Estimated surface
CHINA BEAUTY EXPO 2022	12-14 May 2022	Shanghai New International Expo Center	108 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 value the tenders on the basis of the offered prices, excluding taxes.

All tenders must be submitted in EUR.

Estimated surface: **108,00 sqm**

The price offered shall be of maximum **EUR 355,00 /sqm**, expenses and any applicable taxes excluded.

The price tendered by the bidding company for net surface may not exceed **38.340 EUROS** (thirty eight thousand three hundred forty euros - **355,00 EUROS /sqm x 108,00 sqm-**), taxes 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 **February, 28th 2022**, 14:00 hrs Shanghai local time.

Shanghai, January 3rd 2022

ICEX Board of Directors

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

Juan José Zaballa
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Shanghai

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

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

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 Official Pavilion of Spain at the following 2022 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
CHINA BEAUTY EXPO 2022	12-14 May 2022	Shanghai New International Exhibition Center, Shanghai	108,00 sqm

If the trade fair organization decides to move the date of the show to a new date in 2022, postpone its celebration to 2023, or even cancel 2022 edition so that the show would be held in 2023, 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 China Beauty Expo 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
ECONOMIC OFFER 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"	40
FLOORING (Max. 4 points)	4
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)	
Accessibility: ramps, or slopes concealed and as unobtrusive as possible (Max.1 point)	
Construction details that show the quality of the construction solutions applied (Max.1 point)	

STRUCTURE (Max. 20 points)	20
Attractive design of the structure (Max.6 points)	
Good quality finishing in walls without any visible joints or creases (Max.3 points)	
Structure system that can be adapted to any size of booth (Max.4 points)	
Built-in closets concealed with doors and joints as unnoticeable as possible (Max.4 points)	
Drawings and details that show the degree of adequacy of construction solutions applied (Max.3 points)	
GRAPHICS (Max. 6 points)	6
Good quality of printed images (Max.4 points)	
Good quality of graphics for company names and QR codes (Max. 2 points)	
FURNITURE (Max. 8 points)	8
Custom made the low glass showcase with compact and subtle design (Max.3 points)	
Nice and sleek appearance of the shelves (Max.3 points)	
Good quality tables (Max.1 point)	
Good quality chairs (Max.1 point)	
OVERHEAD'S INSTITUTIONAL IDENTIFICATION (10 points)	10
Attractive and eye-catching design of overhead's identification (Max.6 points)	
Detailed construction drawings to show its feasibility and good quality (Max.4 points)	
ICEX BOOTH (5 points)	5
Appealing design of the ICEX area to attract visitors (Max.2 point)	
Custom made counter with attractive and elegant design (Max.1 point)	
Led screen size (Max.1 point)	
Good quality of the computer, printer, ADSL connection, WIFI, shown through technical specifications and pictures (Max.1 point)	
ELECTRICITY AND LIGHTING (Max. 5 points)	5
<p>Good design of the lighting shown through floorplans and drawings:</p> <ul style="list-style-type: none"> - General lighting (Max.1 point) - Graphics lighting (Max.1 point) - Shelves lighting (Max.1 point) - Overhead's identification (Max.1 point) - Lamps aesthetically designed, and energy efficient (Max.1 point) 	

ENVIROMENTAL CRITERIA (Max. 2 points)	2
The proposal includes materials whose composition is recyclable and respectful of the environment as well as proposals associated with the elimination of single-use materials. (Max.1 point)	
The proposal includes description of the waste policy for deteriorated materials that will no longer be used at the fairs subject to this tender as well as proposals for reuse, recycling, destruction, etc. (Max. 1 point)	
TOTAL	100

The bidders must submit together with the technical and Financial Specifications, the documentation set out in these Bidding Specifications (Annex 1- Section A and Annex 2 - Section A).

ICEX reserves the right to collect information on any incomplete aspects or questions that may arise from the bids submitted by the participating companies. Participating companies must correct the defects by the deadline indicated in each case.

Every Company taking part in the tender shall receive appropriate notice on whether ICEX has decided to award them the Contract or otherwise.

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

ICEX reserves the right to revoke the award at any time if the winning bidder fails to fulfill 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 extensions.

The price tendered by the bidding company for net surface may not exceed **38.340 EUROS** (thirty eight thousand three hundred forty euros –**355,00 EUR /sqm x 108,00 sqm-**), 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 amount specified in the tender, may not be varied or amended in any way by the Awardee, during the period of the Agreement and following extensions, unless express agreement thereon by the Parties.

The Price 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 labors, supervisor labors, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.
- All power and electricity costs

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 three possible extensions.

According to the latter, **the estimated total contract value** of these contracts is **(153.360 EUR taxes excluded)**, which includes the following amounts:

- Main contract maximum budget: **(38.340,00 EUR)**.
- First extension maximum budget: (38.340,00 EUR)
- Second extension maximum budget: (38.340,00 EUR)
- Third extension maximum budget: (38.340,00 EUR)

FIFTH. - Price and payment arrangement

The total price will be paid, following submission of the appropriate invoice, in the terms that ICEX and the Awardee Company agree. **ICEX cannot affect payment in advance.**

ICEX will satisfy the amount specified in the tender within 30 days after the conclusion of the fairs upon presentation of the corresponding invoices, issued in EUR.

SIXTH. - Procedure–

This briefing will be circulated to multiple Companies. and on the Trade Commission of Spain's portal <http://vapp-shanghai.globalicex.inet/>

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to February 15th, at 10:00 AM Shanghai 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 (February, 28th 2022) at 14:00 Shanghai 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 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 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.

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 prove that the annual volume of business, referred to the best exercise within the last three available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **38.340 EUROS** (
- 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:

- Plans of the proposal and design of the furniture and stands, including ground 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 of all the main elements of the project, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions: lighting systems in overhead boxes, showcases, shelves and cornice. Construction system in shelves (fitting wall system and cables), platform and walls.
- Photographs of the furniture.
- Perspectives and/or 3D computer graphics to show a proper comprehension of the project.

The formats indicated above are mandatory.

- Document 3: Economic proposal must be in (EUR).

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

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

Proposals exceeding the maximum available budget **38.340EUR**, taxes excluded, will not be considered.

SEVENTH. -Entering into an Agreement

The legal relationship between the successful Awardee of the tender and ICEX shall be recorded following the execution of 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 Dressing Agreement with the Awardee for the following **three (3) editions** 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– 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.

TENTH - 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 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.

ELEVENTH. -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 Official 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: shanghai@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 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.

TWELFTH - Obligations of the Contractor

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

The Contractor shall avail itself of the necessary human and technical resources in order to meet its obligations. In the event that the Contractor subcontracts any of the works herein assigned to the latter, only the Contractor shall be held liable to ICEX, without recourse to the subcontracting company.

Likewise, the provisioning of services and obtaining the necessary permits and authorisations and insurance required to undertake the assembly, dressing and dismantling works concerning the Pavilion shall be fully met by the Contractor. In any event, the Awardee must take out a civil liability insurance which covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors or any other person during, or as a consequence, of the assembly, dressing or dismantling of the Pavilion. All costs arising from these items must be set out in the financial tender submitted.

The Contractor hereby undertakes that throughout the assembly process of the Pavilion, it shall appoint a person vested with sufficient capacity to order the changes which may be required following unforeseen or uncomfortable circumstances during the assembly process.

The Contractor shall likewise provide ICEX with the number of workers required in order to help the exhibitors during the afternoon previous to the Trade Fair inauguration and the morning in which the Trade Fair has been inaugurated and at least two (2) members of its "in-house" personnel to ensure "on-site" proper maintenance of the Pavilion throughout the Tradeshow.

ICEX is entitled to amend or cancel specific items and in that event the Contractor shall be notified of the foregoing sufficiently in advance.

THIRTEENTH – 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.

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- 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.

SIXTEENTH – Penalties

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.

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 Interior Decoration Agreement.

SEVENTEENTH – Termination

ICEX is entitled to terminate this Agreement following a breach of the Dressing Contractor of any of its contractual obligations, in addition to any claim for damages and legal remedies which may be available.

EIGHTEENTH – Procurement Board

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

President*	Pablo Conde	Director Moda, Hábitat e Industrias Culturales
Substitute	Pilar García Heras	Jefe Departamento
Member	Cristina Carcedo	Jefe de Sector Complementos de Moda
Substitute	Juan Ángel Abrit	Jefe de Sector Complementos de Moda
Secretary**	M ^a Jesús Abellán	Deputy Director of Procurement. ICEX Headquarters
Substitute	Beatriz Molinero	Member of the Procurement Department. ICEX Headquarters

*With casting vote

**With voice and without vote

NINETEENTH - 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.

TENTEENTH – 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.

Shanghai, February third, 2022

ICEX Board of Directors

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

Juan José Zaballa
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Shanghai

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

SECTION B

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

Estimated total Surface: 108,00 sqm.

SPECIFICATIONS OF WORKS:

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 must be included in the Tender price.

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

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.

The basis of the project is to have the following well defined purposes:

FLOORING

All exhibitor's booth floors will be raised in a 4-5 cm high platform (laminated wood panels, plastic materials, etc). All wires, pipes or any other installation items must be concealed under the platform.

The platform will be finished with a perimeter protection piece with a light slope to permit full accessibility to visitors.

In order to protect the flooring materials, visqueen or similar cover will have to be installed over them prior to installation of the exhibits.

Labour to remove the cover before the opening ceremony must be included in the overall price, as well as labour to remove all floorings after show closes and all relevant labour costs related to the floorings

- **The following will be highly valued:**
 - 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)
 - Accessibility: ramps, or slopes concealed and as unobtrusive as possible (max.1 point)
 - Construction details that show the construction solutions applied (max.1 point)

BOOTH'S STRUCTURE

Walls

The structure system must have a continuous look without any visible columns or beams. All wires, pipes or any other installation items have to be concealed.

The space will have one separation wall for each booth. There will be one stand per participating company and one official booth for ICEX. ICEX stands' sizes shall be flexible. The stand space will be adapted to the number of companies. Walls and structure made in mdf.

The structure will hold the corporate image of Beauty from Spain. Each company booth will have the company logo. The ICEX official stand will hold the ICEX and UE-FEDER logos, which will be displayed on the back wall and counter.

The tender will include the production and installation of graphic material, which will be carried out on the back walls of the booths in high quality adhesive cut out vinyls. Rigid or semi-flexible supports will not be accepted for the graphics, whose installation will be the superposition on the walls. The graphic will cover the entire wall, in height and length, including the warehouse door panel, which will not have visible opening knobs to avoid highlights in the graphic's vision.

The tenderer will be responsible for attending, supervising and coordinating the reception of the final arts of the graphics that each exhibitor will send them for their subsequent production and installation.

All backwalls will be built in a continuous look with no interruptions due to Inner structure. Frames should not be seen.

The finishing of these walls will be prepared for printing out in its entirety, as a whole graphic. If the exhibitor does not require to use the walls of their booth with images (total or partially) then the finishing of the walls will be solved in white colour with a continuous finish (, paper, vinyl, fabric. etc).

Storerooms/built-in closets

Common storage room with enough shelves, 1 piece with lock cabinet, 1 piece fridge, 1 piece water dispenser, 1 piece kettle, 1 piece coffee machine, 5 piece hanger, 2 piece bins.

Shelves

Each one of the booths will hold a reasonable storage space to display their products:

- a) Wall shelves for each company, display or image in each booth, one small desk for each company, one table and 4 chairs for each booth.
- b) Lighting is very important to have an adequate illumination on the whole pavilion and also an adequate lighting for the shelves in order to have a good display of the products without shadows.
- c) Electrical installation will be completely made with: Distribution box, cables, lighting and electrical outlets/ powersockets

Truss structure

Also included in the ceiling to locate the Spanish pavilion and that will integrate our logo and text "Spanish BEAUTY" in English and Chinese.

Furniture

Each stand will have 1 round meeting table with four chairs.

Electrics and Lighting

There will be one 5A/220V socket, per round table.

All items relating to the electricity must be hidden and, in passageways, have indicating signs and be protected.

The contractor will be in charge of (and will be held responsible for) the electrical fittings and ordering of the general supply power. All power and electricity costs must be included in the Tender. ICEX will provide the Contractor with the electrical requirements, and the Contractor will carry out all work related with power installations starting from the general supply points and will provide all the necessary spotlights, display lighting general lighting, power points and labour. The contractor will also carry out subsequent procedures with the official contractors and coordinate with them.

- **The following will be highly valued:**
 - Attractive design of the structure (max.6 points)
 - Good quality finishing in walls without any visible joints or creases (max.3 points)
 - Structure system that can be adapted to any size of booth (max.4 points)
 - Built-in closets concealed with doors and joints as unnoticeable as possible (max.4 points)
 - Drawings and details that show the construction solutions applied (max.3 points)

BOOTH'S GRAPHICS

Each exhibitor will have:

- **A commercial printed image mounted on backwalls.** The image will be previously selected by every firm who will send it to the awardee company. Each exhibitor will be responsible of sending their final artwork, and the awardee company will ensure maximum printing quality of the forementioned artwork.
- **Logo** (for the upper part of the booth backwall and for the glass showcase front).
- **QR code.** The image of the QR code of each company and also the Economic and Commercial office will also be included in the desks.

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

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

The size of the final prints will be conformed and adapted to walls sizes.

The images will be appropriately backlighted or lighted through the leds lights linear systems from the backwall cornice the images must have a continuous look with no visible joints or creases

- **The following will be highly valued:**
 - Good quality of printed images (max. 4 points)
 - Good quality of graphics for company names and logos (max. 2 points)

BOOTH'S FURNITURE

In order to estimate the furniture that should be included in the quotation, the tenderer must take into account the following standard furniture **per 9 sqm** that all the exhibitors may request without additional charge

Booth size	Low Glass Showcase	Shelves (100*25cm)	Table 80	Chairs	Standard double socket/500Watts in booth + waste bin
9,00 sqm	1	3 shelves	1	4	1

In addition, for every exhibitor, regardless of the size of the booth, the tender should include without additional charge the following:

- One built-in closet, with:
 - Wall Clothes rack.
 - At least 4 Shelves.
 - All built-in closet doors will have lock and key (3 per built-in closet plus master key).
- Electrical connections /sockets:

All exhibitors who need an electrical equipment to exhibit their products (refrigerated, freezer, coffee machine, etc) will have an additional 24h/1.000W power socket.
- Lettering, booth number & logo. Each exhibitor will have:
 - 1 Stand number. Location: Top of backwalls.

Following is the description of the main furniture displays:

- Low glass showcase unit (LGS)

Size: ap. 100L*50D*100H cm

The upper part of this piece of furniture will allocate a glass show window conveniently enlightened. A LED flexible strip lamps enlightening system will be proper.

The lower part will have a full space to store, inner shelf and lockable doors (2 per storeroom plus master key).

- Shelves for exhibition

These pieces of furniture will be weight resistant, made in a very good and aesthetic material and finishing, specially the wall fitting system (**necessarily hidden system**).

The minimum dimensions for these shelves should be 100cm L X 25 cm D. Shelves have to support at least 20 kg/shelf.

The net height between shelves will be the same for all the booths: **38 cm**.

It will be compulsory the lighting of every shelf (with led or fluorescent lamps system)

- **The following will be highly valued:**
 - Custom made the low glass showcase with compact and subtle design (max. 3 points)
 - Nice and sleek appearance of the shelves (max. 3 points)
 - Good quality tables (1 point)
 - Good quality chairs (1 point)

OVERHEAD'S INSTITUTIONAL IDENTIFICATION (SPAIN).

The word SPAIN will appear in English, Spanish and Chinese.

The awardee will be responsible of printing the images. ICEX will provide to the awardee company the artworks, in order to work on the final layouts, final prints, and correct installation of the aforementioned artworks.

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

- **The following will be highly valued:**
 - Attractive and eye-catching design of overhead's identification (max.6 points)
 - Detailed construction drawings to show its feasibility and good quality (max.4 points)

INSTITUTIONAL AREAS. Icxex's booth

ICEX's booth. The booth prototype will follow the provision of:

- **One (1) Counter** (2 m long) for 2 attendants furnished with shelves and lateral hanging hook. The lower part will have a space to store (shelves) that won't cause any annoyance with the attendants seating position on the high stools. Lighting with leds lamps system (decorative). With:
 - 3 High stools
 - 2 paper bins.
 - 1 x double standard socket.
 - Led screen wall big size.
- **Open area** with:
 - 2 x 2 double standard sockets on the open area.
 - 1 set of 1 table+ 4 chairs.
 - In-built cabinets with reinforced shelves, wall clothes hooks.
 - 1 Fridge, 1 lockable cupboard, Capsule 's Coffee machine (provision of capsules, sugar, milk capsules and wood spoons). All the necessary electrical connections, for the aforementioned equipments, will be needed.

Internet Area

- One Counter for 1 computer (laptop) with 1 stool.
- The provision of 1 Computer (laptop) completed connected and prepared to work with (power supply, connected with the printer and with ADSL Internet service working).
- Supply of Internet (ADSL) network with two connections: one connection for the aforementioned computer, and the second one available for an additional computer (coming from exhibitors).
- One printer/photocopy machine (multifunction), conveniently connected with the requested Laptop, ready to work with.
- All the necessary electrical connections for the aforementioned equipments.

- **The following will be highly valued:**
 - Appealing design of the ICEX area to attract visitors (max. 2 points)
 - Custom made counter with attractive and elegant design (max.1 point)
 - Led screen size (max.1 point)
 - Good quality of the computer, printer, ADSL connection, WIFI, shown through technical specifications and pictures (max.1 point)

ELECTRICITY AND LIGHTING

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

There will be one 5^a/220V sockets per round table.

All items relating to electricity must be hidden and, in passageways, have indicating signs and protected.

The contractor will be in charge of (and will be held responsible for) the electrical fittings and ordering of the general supply power. All power and electricity costs must be included in the Tender. ICEX will provide the Contractor with the electrical requirements, and the Contractor will carry put the all work related with power installations starting from the general supply points and will provide all necessary spotlights, display lightning general lighting, power points and labour. The contractor will also carry out subsequent procedures with the official contractors and coordinate with them.

The awardee company will be responsible for the installation of both general and more specific lighting, ensuring adequate lighting, avoiding shades and guaranteeing cold and white colour light.

- **The following will be highly valued:**
 - **Good design of the lighting shown through floorplans and drawings:**
 - **General lighting (1 point)**
 - **Graphics lighting (1 point)**
 - **Shelves lighting (1 point)**
 - **Overhead's identification (1 point)**
 - **Lamps aesthetically designed, and energy efficient (1 point)**

WIFI service for the Pavilion

The Contractor will be in charge of taking the provision and installation of WI FI service for the entire Pavilion.

Labour to install and connect Wi FI service must be included in the tender along with the cost of service provision. The description of that service (including Wifi routers units and range) will be necessary.

MISCELLANEOUS

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.

ENVIROMENTAL CRITERIA

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

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

Miscellaneous

Graphics produced by the contractor shall be included in the Tender. Final artworks to be provided by ICEX.

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 fee arising from performance of work outside hours at the trade fair, and any other fee that the trade fair organization might request, both at the beginning and at the end of the trade fair which are not included in these specifications.

All items relating to the electricity and water supply, drains and compressed air must be hidden and, in passageways, have indicating signs and be protected.

Layouts of the Fairs are still not 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.

Shanghai, February 3rd, 2022

ICEX Board of Directors

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

Juan José Zaballa
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Shanghai

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

ANNEX 1 – LEGAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

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

ANNEX 2 – TECHNICAL DOCUMENTATION TO BE SUBMITTED

Documentation to be submitted by the successful bidder:

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