

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR: CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2024

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 construction, assembly, maintenance, and dismantling works of the Pavilion of Spain at the following International Trade Fair:

Trade Fair	Date	Venue	Estimated surface
CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2024	November 5 th -10 th , 2024	National Convention & Exhibition Center, Shanghai	63,65 sqm

Tender bidding specifications (VAT excluded).

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

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

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

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

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

Estimated surface: **63,65 Sqm.**

The price offered shall be of maximum **566 EUR/Sqm**, VAT excluded.

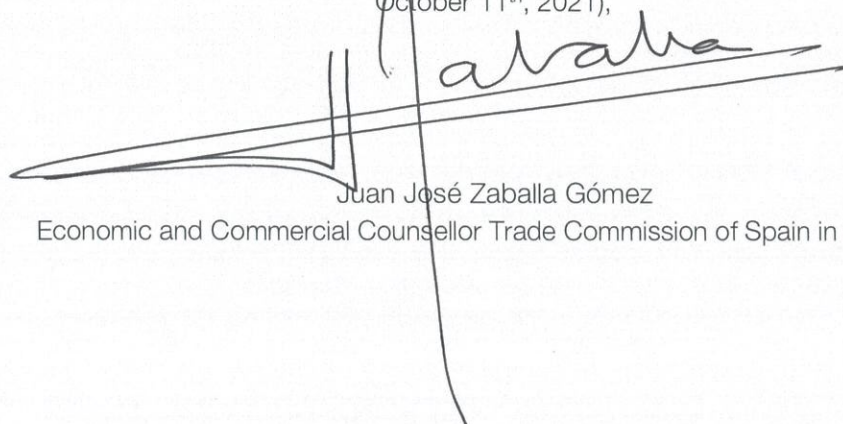
The price tendered by the bidding company for net surface may not exceed **thirty-six thousand twenty-five and ninety cents EUR (36.025,90 EUR) (566 EUR x 63,65 Sqm)**, VAT excluded. Any quotation exceeding these amounts will be dismissed.

All tenders and dressing projects must be sent in electronic format **ONLY** to tenders@icex.es no later than **July 18th, 2024, 02:00 PM Shanghai local time; (08:00 AM Madrid time).**

Shanghai, on the date shown by signature.

8 de julio de 2024

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



Juan José Zaballa Gómez
Economic and Commercial Counsellor Trade Commission of Spain in Shanghai

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 for the execution of the construction, assembly, maintenance and dismantling works concerning the Pavilion of Spain at the following 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 INTERNATIONAL IMPORT EXPO (CIIE) 2024	November 5 th -10 th , 2024	National Convention & Exhibition Center, Shanghai	63,65 sqm

If the trade fair organization decides to move the date of the show to a new date in 2024, postpone its celebration to 2025, or even cancel 2024 edition so that the show would be held in 2025, 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 **CHINA INTERNATIONAL IMPORT EXPO (CIIE)** Show on those new dates. The new date of the fair will not affect contract extensions.

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 the criteria which are listed here below, based on the weighted values assigned to each of them.

CRITERIA		MAXIMUM POINTS
DOCUMENT 3: ECONOMIC OFFER		40
C.1. Economic Offer /Budget (Economic Offer /Budget must be in Document 3.)		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"	MAX: 40	
DOCUMENT 2: CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT		60
Degree of adequacy of the proposal to the aspects described in the Technical Specifications, based on the description of each section requested. See the Technical Specifications for details of aspects to be evaluated.		
C.2.- Degree of alignment of the offer with the design proposed by ICEX.		10
Level of understanding of the project based on the submitted plans, views, and details, its suitability to the proposed requirements, and the overall quality of the stand's appearance.	MAX: 10	
C.3. Flooring. (Criteria to be evaluated by means of a value judgment must be in Document 2)		2
– Good quality for the platform finishing	MAX: 1	

– Perimeter of the platform with same finishing material as the platform and with a continuous look	MAX: 1	
C.4. Structure and walls. (Criteria to be evaluated by means of a value judgment must be in Document 2)		9
– Good quality white walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in live streaming booth	MAX: 1	
– Good solution for transparent walls in in live streaming booth	MAX: 1	
– Good quality red walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in photo call	MAX: 1	
– Good quality white walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in exhibition area	MAX: 1	
– Adequate design of the support system for the shelves in exhibition area showed through construction details, drawings or pictures that show that there are not visible support elements	MAX: 5	
C.5. Overhead's signage. (Criteria to be evaluated by means of a value judgment must be in Document 2)		5
Adequate design of the structure and cover material to achieve an attractive appearance	MAX: 5	
C.6. Graphics. (Criteria to be evaluated by means of a value judgment must be in Document 2)		1
– Good quality of printed images based on descriptions and pictures	MAX: 0,5	
– Good quality of the cut-out vinyl based on pictures	MAX: 0,5	
C.7. Audiovisual equipment. (Criteria to be evaluated by means of a value judgment must be in Document 2)		14
– Equipment suitable for high quality streaming	MAX: 5	
– Correct planification of the live streaming personnel	MAX: 5	
– Suitable solution for acoustic insulation of the live streaming booth walls to allow adequate transmission without interference of trade fair noise	MAX: 2	
– Suitable solution for acoustic insulation of the booth ceiling to allow adequate transmission without interference of trade fair noise	MAX: 2	
C.8. Furniture. (Criteria to be evaluated by means of a value judgment must be in Document 2)		4
– Good quality of furniture based on pictures and descriptions provided by the bidder	MAX: 1	
– Construction details, drawings or pictures showing the adequate design of the showcases in the exhibition area, good quality finish	MAX: 1	
– Attractive design of the visible backdrop for the streamers inside the streaming booth and the counter	MAX: 1	
– Attractive design for the counter in the Institutional area	MAX: 1	
C.9. Electricity and lighting. (Criteria to be evaluated by means of a value judgment must be in Document 2)		6
– Construction details, drawings or pictures showing the highlighting of the shelves with LEDs strips as per enclosed picture	MAX: 5	
– Layouts showing adequate location and number of lights for general lighting and same temperature colour for all lights in the pavilion	MAX: 1	

C.10. Cleaning. (Criteria to be evaluated by means of a value judgment must be in Document 2)		1
– Adequate planification of the cleaning tasks, assuring a proper cleaning on time	MAX: 1	
C.11. Photo call. (Criteria to be evaluated by means of a value judgment must be in Document 2)		7
– Good resemblance to the red box used in the Spanish Surprise campaign	MAX: 5	
– Good functioning of the photo call, ease of use for visitors	MAX: 2	
C.12.- ENVIRONMENTAL CRITERIA (Criteria to be evaluated by means of a value judgment must be in Document 2)		1
– 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. Reduction of waste generation. Minimize waste production and recycling	MAX: 1	
TOTAL		100

Responses from C.2. to C.12. (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
25% of allocated points	Low
50% of allocated points	Compliant
75% of allocated points	Fully Compliant
100% of allocated points	Exceeds Requirements

The proposals that do not reach at least 50% of points (30 points) from section C.2. to C.12. will be automatically excluded.

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.

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 fulfil any of the requirements in the Call for Bids and the General 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, unless express Contract thereon by the Parties.

The price tendered by the bidding company for net surface may not exceed **thirty-six thousand twenty-five euros and ninety cents (36.025,90 EUR) (566 EUR x 63,65 Sqm)**, VAT excluded.

Any quotation exceeding these amounts will be dismissed.

This is an estimated cost; if the Sqm of the Pavilion vary, it will imply a variation of the cost, according to the price per Sqm.

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 Contract and following extensions unless express Contract thereon by the Parties.

The price per Sqm tendered must include all works regarding the construction, assembly, provision and connections of additional mechanisms and devices necessary to make all the equipments work, even those rented by the exhibitors such as refrigerated displays, audiovisuals, etc., maintenance and disassembly of the Spanish Pavilion, as well as all expense items arising from transport from and to the site where the Fair is held, 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.
- **Disposal of Waste**. The wastes from the exhibition, used materials, and all other wastes in and around the booth shall be removed by the awardee (Construction and exhibitors wastes). The expenses for the disposal work shall be borne by the awardee. This cost will be included in the tender price.
- **Water Supply and Drainage Facilities**. All piping works shall be borne by the Awardee.
- **Cleaning** of the Pavilion during assembly and dismantling periods.
- **Civil liability insurance** that covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors, or any other person during, or consequently, of the assembly, dressing or dismantling of the Pavilion.
- **Handling Charges/Drayage**.
- **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). Additional connections and secondary wiring works shall be borne by the Awardee.
- **Wi-Fi service for the entire Pavilion**.

No additional extra costs will be accepted.

FOURTH. – Estimated Contract Value

The **estimated value of the contract** considers the value of the first contract, the value of one (1) possible extension, and the possible modifications.

According to the latter, the estimated total contract value of these contracts is seventy-nine thousand two hundred fifty-six euros and ninety-eight cents (79.256,98 EUR), VAT excluded, which includes the following amounts:

- | | |
|-----------------------------------|---------------|
| - Main contract maximum budget: | 36.025,90 EUR |
| - First extension maximum budget: | 36.025,90 EUR |
| - Modifications (máx. 20%): | 7.205,18 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.

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. In the same way, the Contractor shall reimburse ICEX the amount advanced of the expenses not incurred.

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
28046 Madrid (Spain)
- And dispatched to:
ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office
Anfu Road, 188
Shanghai 200031
China
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)

As long as the successful bidder is a Spanish entity, payment may be made from ICEX Spain and not from the Economic and Commercial Office of Spain in Shanghai.

SIXTH. - Procedure

This briefing will be circulated to multiple Companies, and will be published on the on the Economic and Commercial Office of Spain in Shanghai website [link](#)

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the tender before JULY 11th, 2024, 02:00 PM Shanghai local time; (08:00 AM Madrid 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 before July 18th, 2024, 02:00 PM Shanghai local time; (08:00 AM Madrid time). Otherwise, rulings of the bidding process oblige to exclude your entity from continuing in the procedure.

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 tender.

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 and automatic criteria (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 tender will result in the disqualification of the Company concerned.

IMPORTANT: Proposal submission must be divided into three (3) separate documents with their annexes 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 available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **36.025,90 EUR**, VAT excluded.
- Mention of other dressing projects in which they have been involved in the last three (3) years, with special skills 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

The bidder must include the information that will enable the bids to be evaluated through the value judgment criteria.

- Plans and views, **prepared by the bidding company**, to show a proper comprehension of the project.
- Construction details, drawings, diagrams or photos **that allow the evaluation of the technical resolution** of the different elements of the project.
- Photos and detailed information (measurements, finishes and technical

specifications) of the proposed furniture, lighting and audiovisual elements

The formats indicated above are mandatory.

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

Documentation to be submitted by the bidders: Only the price per square meter with taxes clearly separated (please use excel file Annex 4 "Economical offer")

Economic proposal must be in EUR.

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

Proposals exceeding the maximum available budget **36.025,90 EUR (566 EUR x 63,65 Sqm)**, VAT excluded, will not be considered.

Annex 4 Economical Offer duly fulfilled.

SEVENTH. -Entering into an Agreement

The legal relationship between the successful Awardee of the tender and ICEX shall be recorded following the execution of a Contract. Prior the signing of this Contract, 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** only for the awardee).

EIGHTH. - Extension of the contract

In order to uphold the institutional image of Spain at International Trade Shows or Fairs, ICEX hereby reserves the right to extend the contract signed with the Awardee for a maximum of the following one (1) edition of the Trade Fair 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.

NINTH. – 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 stand, the inclusion of elements that reinforce the signage, which it may be necessary to introduce in this or the next (1) 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.

TENTH. - Force Majeure or restrictions imposed by the Fair Ground Authorities

The successful Awardee of the tender and ICEX 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 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 2025, either party will be entitled to request the termination of the contract without having to indemnify the other party for it.

ELEVENTH. - Cancellation or postponement of the fair

In the event that the Tradeshow is not held in 2024 or 2025, or the Pavilion is cancelled in 2024 and 2025, 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.

TWELFTH. -Execution of the contract

ICEX Project Manager is ultimately responsible for setting up the Pavilion. In the absence thereof, the Coordinator or Manager of the Spanish Pavilion will have ultimate responsibility. Any specific requests made by the exhibiting companies shall be responded to after consulting Project Management. The successful bidder shall not, under any circumstances, respond directly to oral requests, which must be addressed to: shanghai@comercio.mineco.es

All construction, assembly and dressing work, in connection with the Pavilion, must be completed twelve (12) 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. The Pavilion must be completely clean one (1) hour before the Trade Fair opening.

All works must be conducted pursuant to the technical specifications set out in these bidding specifications (Section B – Technical Specifications) 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.

THIRTEENTH. - Obligations of the Contractor

The Contractor shall be responsible for compliance of all technical regulations established by the Trade Fair Regulations, and to submit 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 included in tenderer's price offer submitted.

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

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

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

FOURTEENTH. – 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.

FIFTEENTH. - 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.

SIXTEENTH. - Health and Safety at Work

The Awardee shall be responsible for compliance of all industrial, health and safety regulations established by the legislation of the country in which the Trade Fair is held and by the Regulations of the Enclosure.

SEVENTEENTH. – Penalties

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 (12 hours before each one of the Trade fair Openings) shall entail a 4% penalty on the total amount of the Contract for each of the first three (3) hours or fraction of an hour, with an additional 10% surcharge from the fourth to the sixth hour. Should the delay exceed six (6) 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 Pavilion maintenance and deficiencies during the fair

ICEX may impose penalties if the execution of the Pavilion maintenance work during the duration of the fair is not carried out properly and within a reasonable period of time to guarantee the normal functioning of the Pavilion; The amount will be set in proportion to the damages caused by the delay and/or poor execution of the work, after hearing the contractor and by agreement of the contracting authority.

Likewise, ICEX may establish penalties for damages caused during the days of the fair resulting from the use of inappropriate materials, materials not approved by the fair regulations, due to defects in the installation of constituent parts of the stand, which will also be assessed the implications for ICEX or third parties may arise from omissions, errors, inadequate methods or incorrect conclusions in the execution of the contract. The successful bidder must carry out the correction of defective or incorrect work at his own expense. Penalties will be calculated in proportion to the damages caused, after hearing the contractor and by agreement of the contracting body.

The higher penalties for these concepts will be the following:

- Due to deficiencies in maintenance work during the days of the fair, it may be up to 10% of the contract price.
- Deficiencies in the pavilion, as set out above, that appear during the days of the fair, up to 10% of the contract price.

18.3 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.

Any dismantling delay on the agreed schedule by the Fair Ground Regulations shall entail a 4% penalty on the total amount of the Agreement for each of the first sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be less than 10% of the aggregate consideration for the Contract.

18.4 Non-celebration of the fair

In the event of the Fair is not held, or the Pavilion is cancelled, ICEX will only cover the expenses incurred by the Contractor from the date of communication of the start of the work (and in relation to it) until the date of formal notification of this circumstance by ICEX. To be reimbursed, the Contractor must previously present all invoices or other documentation of expenses incurred up to that date.

EIGHTEENTH. – Termination

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

NINETEENTH. - Applicable legislation

Dressing works shall be governed by the terms of the contract 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.

TWENTIETH. – Jurisdiction

In order to solve any dispute, disagreement, issue or claim which may arise from the performance or construction of the Contract 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.

SECTION B - TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
China International Import Expo (CIIE) 2024	November 5 th -10 th , 2024	National Convention & Exhibition Center, Shanghai	63,65 sqm

The bidder must submit a proposal fitted to the design provided and, if necessary, include slight changes in order to improve the image of Spain as a country that produces high quality and design. Therefore, it must contain items and materials that the bidder deems appropriate for this purpose.

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

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

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

ICEX cannot guarantee the total number of square meters to be decorated. For this reason, the references included as a basis for the submission of bids by bidders do not imply an economic commitment on the part of ICEX, as they are only estimates and have been calculated based on previous years' records.

The information in these specifications and in the accompanying layouts is merely indicative in terms of number of exhibitors and spatial distribution, as changes may occur (incorporations or cancellations of exhibiting companies, change of space assigned to the pavilion...), but it should help to understand the scope and expected result of the work to be carried out. They correspond to a standard island and the successful bidder must adapt the project to the reality of the spaces occupied. The project described in this document may be modified to adapt it to the circumstances of the event and the needs of the exhibitors, and any possible modifications will be carried out at no additional cost.

The dimensions of the various elements in the project have been determined based on the functional needs of the sector, the project's harmony, and market manufacturing standards; however, the bidder may propose to slightly modify the measurements of some of the elements if this would contribute to lower the economic offer. If variations in any measurements are proposed, these changes must be clearly indicated in the bid and drawings submitted.

The tender must include in its technical documentation:

- Plans and views, **prepared by the bidding company**, to show a proper comprehension of the project.
- Construction details, drawings, diagrams or photos **that allow the evaluation of the technical resolution** of the different elements of the project.
- Photos and detailed information (measurements, finishes and technical specifications) of the proposed furniture, lighting and audiovisual elements

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

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

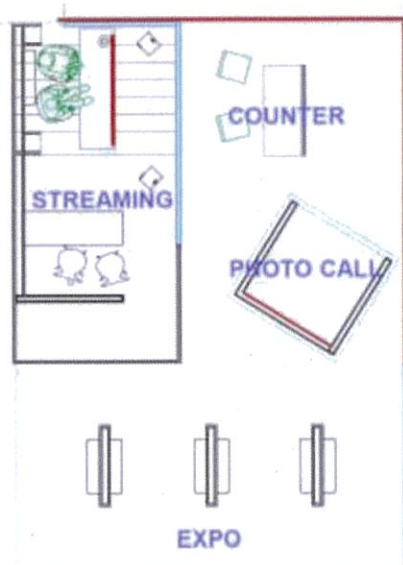
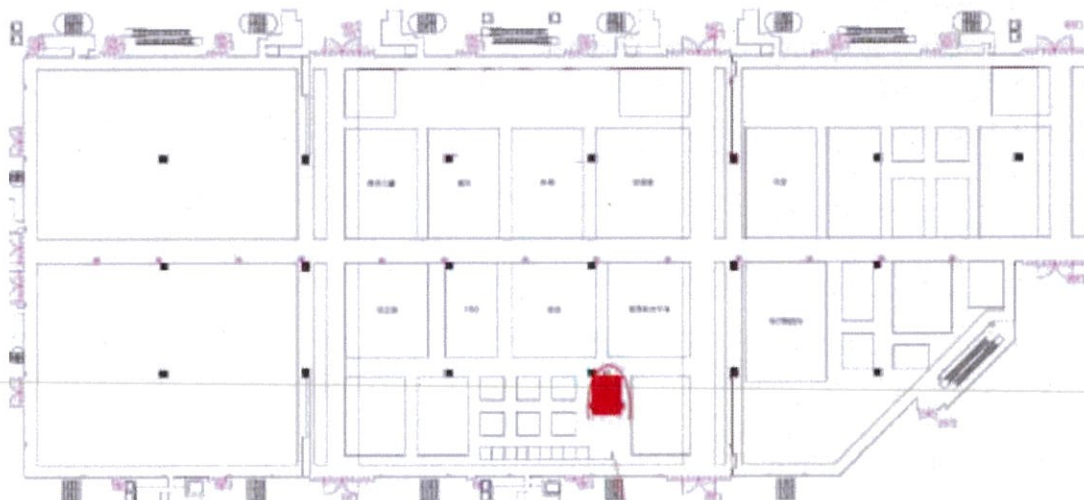
The bidder must consider in its quotation the following works:

The structure of the pavilion should undertake an open space scheme with the following requirements:

1. PROGRAM
2. DISTRIBUTION
 - 2.1. Institutional information area. Counter
 - 2.2. Photo call
 - 2.3. Live streaming booth
 - 2.4. Exhibition area
3. DESIGN AND MATERIALS
 - 3.1. Flooring
 - 3.2. Structure and walls
 - 3.3. Overhead's signage
 - 3.4. Graphics
 - 3.5. Audiovisual equipment
 - 3.6. Furniture
 - 3.6.1. Institutional information area
 - 3.6.2. Live streaming booth
 - 3.6.3. Exhibition area
 - 3.7. Electricity and lighting
 - 3.8. Others
 - 3.8.1. Project approval and permits
 - 3.8.2. Production
 - 3.8.3. Assembly
 - 3.8.4. Cleaning
 - 3.8.5. Stand delivery
 - 3.8.6. Dismantling
 - 3.8.7. Maintenance
 - 3.8.8. Photo dossier of the Pavilion
 - 3.8.9. Other information

1. PROGRAM

At the **China International Import Expo (CIIE)** fair, the Spanish participation is organized within a Spanish Pavilion managed by ICEX, featuring approximately 15 companies from the cosmetics and fashion sectors. These companies will be situated on an island measuring 6.7m x 9.5m, totaling 63.65 sqm.



2. DISTRIBUTION

The different areas are distributed as follows:

2.1. Institutional information area. Counter

The ICEX information area will have at least:

- 1 ICEX information counter of simple design with interior storage for promotional material and leaflets with key and interior shelves [approx. 150cm (L) x 70 cm (W) x 75 cm (H)]. ICEX logos cutting vinyl in a monochrome version will be included on the front of the counter. No aluminum modular system will be accepted. Must include a 500W double power socket inside.

- 2- 4 white chairs
- A waste bin.
- A laptop, and Wi-Fi and connection for the computer equipment
- ipad
- If required, relaxed meeting space with low armchairs, low table and floor lamp. 1 double 500 W power socket
- 3 LED screens, approximately 300 x 300 cm with HDMI and USB input. ICEX will provide the contractor with the videos to be mounted on a carousel.

ICEX CORPORATE IMAGE

The Spanish pavilions are identified with logos that identify them with Spain. The areas destined for reception/institutional area will have a guide panel reflecting the distribution of the different exhibitors, guaranteeing their correct location and the logos FEDER, ICEX and the E España logo. The company awarded the contract will have to comply with the information and publicity measures and the instructions for the application of the European Union emblem. The company will prepare the posters and signage for subsequent production and implementation, Following ICEX instructions.

2.2. Photo call

Close to the counter, there is a photo call area.

This photo call area imitates a giant red gift box, inviting guests to step inside and pose for their photos, individually, with friends, or with fellow attendees. The backdrop will have graphics of Spain, along with the event's logo, reflecting the theme of the event. Strategically positioned lights must illuminate the area, ensuring that every photograph is well-lit and professional-looking.



Red box used in the Spanish Surprise campaign

Aspects to be assessed in the criteria table:

- Good resemblance to the red box used in the Spanish Surprise campaign (max.5 points)
- Good functioning of the photo call, ease of use for visitors (max.2 points)

2.3. Live streaming booth

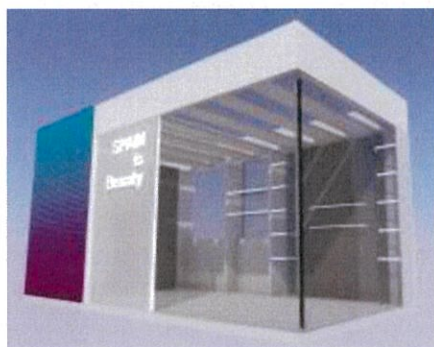
The event features a live streaming booth, designed to ensure high-quality broadcasts throughout the duration of the fair. This booth must be equipped with all the necessary amenities to support both the presenters and the technical crew.

Inside the booth, there must be a table for the presenters, providing them with a comfortable and organized space to conduct their live streams. Behind the streamers, shelves displaying the advertised product will be visible. These shelves will have the same design as the ones in the exhibition area (See shelves description in "D. Exhibition area")

Adjacent to this, there will be a separate table for the technical team, outfitted with all the necessary equipment. The technical table will also house computers and monitors for managing the live stream, ensuring professional broadcasts.

The booth should include strategically placed cameras along with high-quality microphones to ensure clear audio. All necessary electrical installation must be included.

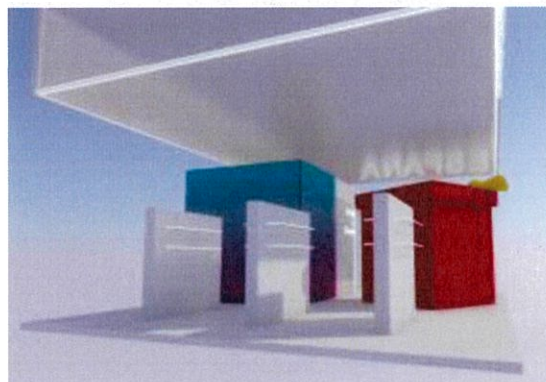
To ensure that the live streaming is not disrupted by the noise of the event, the booth should be acoustically isolated. This soundproofing must block out external noise, creating a controlled environment for the presenters and technical team to operate.



2.4. Exhibition area

The stand will include an elegant bright, all-white exhibiting area for cosmetics and fashion products. The products will be displayed on glass shelves embedded into the walls. Each glass shelf will be illuminated from inside the wall. This requires careful planning of the electrical installation to ensure seamless integration of the internal lighting within the walls. The exhibition area must be illuminated with strategically placed lighting to highlight every product effectively.

In addition to the glass shelves, minimalist display cases, and additional shelving should be arranged to present cosmetics and fashion products elegantly and accessibly.



EXAMPLE of glass shelves embedded into the walls.

3. DESIGN AND MATERIALS

3.1. Flooring

Wooden floor white finish, edges finished in white. There will not be any treatment of the aisles.



Example of wooden floor white finish

In order to protect the floor materials, visqueen or similar cover should be installed over them prior to installation of the exhibits. Works to remove the cover before the opening 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.

Ramps to allow access to the stand must be added to the platform where needed.

Aspects to be assessed in the criteria table:

- Good quality 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)

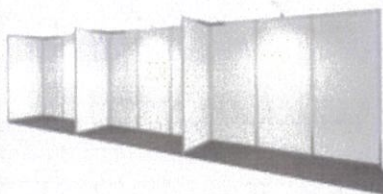
3.2. Structure and walls

Walls

- Walls approx. 250 cmH
- Some of the walls might be transparent or translucent, with vinyl applications
- Walls should have a continuous look, without visible joints or creases



EXAMPLE of NOT ACCEPTED: modular system with visible joint elements



EXAMPLE: A continuous look should be achieved without any spaces between the wooden boards

- Some walls might be covered with graphics (Please refer to the "GRAPHICS" section)
- Storage room

The doors of the storeroom will have the same finish as the rest of the wall and

will not have visible knobs. The interior will be equipped with:

- Heavy duty shelves
- 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.

The storeroom door will have a lock. At least 2 copies of the key will be provided to exhibitors. The awardee company will manage the delivery of keys to the exhibitors.

Aspects to be assessed in the criteria table:

- Good quality white walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in live streaming booth. (max.1 point)
 - Good solution for transparent walls in in live streaming booth. (max.1 point)
 - Good quality red walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in photo call. (max.1 point)
 - Good quality white walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish in exhibition area. (max.1 point)
- Adequate design of the support system for the shelves in exhibition area showed through construction details, drawings or pictures that show that there are not visible support elements (max. 5 points)

The use of aluminum modular structures or equivalent systems that are visible will not be allowed. Solutions based on their use as a structural system will be allowed provided that the surface finishes completely hide them.

Dividing walls and typical storage rooms included (although they may not appear on the enclosed documents). All storage rooms requested will be built by the contractor at no extra cost. Layout plans attached are only indicative.

3.3. Overhead's signage

The Spain pavilion will be identified at height, above the stand level, by means of a large translucent prismatic volume that will crown all the space destined for the National Pavilion. To ensure stability, resistance and structural support of the piece, the volume shall be built with an internal reinforcement.

Inside the prismatic volume, we will place, on all 4 sides, lighted corporeal letters (3D) with the word Spain in Spanish and Chinese, as well as LED tubes that will provide movement, depth and lighting inside the box.

The height of the lower part of the signage will be approximately 450 cm above the level of the exhibition floor and must always be adjusted to the maximum height permitted by the exhibition organizers. The upper part will be at approximately 600 cm.

The finishing material will be translucent. The structure used can be aluminum profiles, wooden frames, or any other visually appealing framework, as it will be partially visible through the semi-transparent finishing material.



Aspects to be assessed in the criteria table:

- Adequate design of the structure and cover material to achieve an attractive appearance (max. 5 points)

3.4. Graphics

Some walls might be covered with graphics

Aspects to be assessed in the criteria table:

- Good quality of printed images based on descriptions and pictures (max. 0,5 points)
- Good quality of the cut-out vinyl based on pictures (max. 0,5 points)

The work to be performed by the successful bidder will include collecting the graphics files from the exhibitors and all the retouching of the graphic files sent by the exhibitors that might be necessary for printing.

The successful bidder must also compose the final artwork of the images for the institutional graphics according to the indications and logos provided by ICEX. The successful bidder will also oversee their production and placement.

Small hooks, double-sided tape, adhesive Velcro and equivalent material will be provided to facilitate the placement of posters or merchandising to be exhibited by the companies. The awarded company will collaborate with the exhibiting companies in the placement of these elements at no additional cost.

3.5. Audiovisual equipment

LED screens

Three (3) videowall LED screens, each approximately 300 x 300 cm, will be placed in two different locations inside the stand. It is necessary to include a description of technical

requirements such as panel size, pixel pitch, ease of assembly, color, and operating time. The proposal must also include the technical support needed for the correct functioning of the screens throughout the show.

Ipad in ICEX counter with internet connection

Ipad placed in ICEX counter with internet connection for visitors to search in the web

Live streaming equipment

The live-streaming booth will have opaque and transparent walls. The space will be covered and duly soundproofed to allow the broadcast of live videos without interfering with the circulation of the pavilion.

The live-streaming booth is going to be a space for broadcasting live content. It will include at least:

- o 1 counter and 2 chairs for broadcasters
- o 1 iPad/computer fully connected and ready for use and broadcasting (ADSL internet service functioning).
- o Internet (ADSL) network supply with two connections: one for the computer mentioned before and another one available for an additional computer (provided by exhibitors).
- o 1 paper bin.
- o 2 standard 2x2 sockets.
- o Camera and tripod positioned to capture the entire back wall and the broadcasters
- o Microphone properly connected with all necessary equipment for voice recording
- o Sufficient lighting to ensure good visibility without shadows
- o All necessary electrical connections for the above-mentioned equipment
- o WIFI service for the entire Pavilion, including details of WIFI router units and range in the service description. The Contractor will be in charge of taking the provision and installation of WIFI service for the entire pavilion. Labour to install and connect WIFI 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.
- o Manpower and operation services of at least:
 - 1 cameraman
 - 1 Technical director
 - 1 coordinator (English or Spanish speaking)

Aspects to be assessed in the criteria table:

- Equipment suitable for high quality streaming (max. 5 points)
- Correct planification of the live streaming personnel (max. 5 points)
- Suitable solution for acoustic insulation of the booth walls to allow adequate transmission without interference of trade fair noise (max. 2 points)
- Suitable solution for acoustic insulation of the booth ceiling to allow adequate transmission without interference of trade fair noise (max. 2 points)

The supply, installation and maintenance of the audiovisual equipment requested during the fair shall be included. All plugs and wiring necessary for the correct installation of the equipment shall be included. All wiring shall be concealed.

3.6. Furniture

3.6.1. Furniture in institutional information area

- ICEX counter
- Chairs

3.6.2. Furniture in live streaming booth

- Table for broadcasters
- Chairs for broadcasters
- Table for technical personnel
- Chairs for technical personnel
- Visible backdrop for the streamers with shelves

3.6.3. Furniture in exhibition area

- Walls with shelves
- Showcases

The removal of any item of equipment and/or furniture that, due to dirt or deterioration, does not meet the appropriate conditions of presence and/or use may be required. The company awarded the contract shall have sufficient elements on site to be able to replace them in such an eventuality, as well as to supply additional elements requested by an exhibitor during assembly. If an exhibitor discards any item of furniture, it may be supplied to another company at no additional cost.

Aspects to be assessed in the criteria table:

- Good quality of furniture based on pictures and descriptions provided by the bidder (max. 1 point)
- Construction details, drawings or pictures showing the adequate design of the showcases in the exhibition area, good quality finish (max. 1 point)
- Attractive design of the visible backdrop for the streamers inside the streaming booth and the counter (max. 1 point)
- Attractive design for the counter in the Institutional area (max. 1 point)

3.7. Electricity and lighting

General lighting.

Adequate and sufficient general lighting will be provided for the different areas of the stand:

A. Light in institutional information area.

General lighting that guarantees at least 500 lux of homogeneous white illumination on the work surface.

B. Light in photo call.

Strategically positioned lights must illuminate the area, ensuring that every photograph is well-lit and professional-looking.

C. Light in live streaming booth.

The interior of the live streaming booth must be adequately lit to ensure good illumination of the streamers and a good quality broadcasting.

D. Light in exhibition área.

o Product lighting.

The exhibition area must be illuminated with strategically placed lighting to highlight every product effectively.

o Shelves lighting

Each glass shelf will be illuminated from inside the wall. This requires careful planning of the electrical installation to ensure seamless integration of the internal lighting within the walls.



EXAMPLE of shelves lighting

The entire installation must comply with the regulations dictated in this respect by the fair authorities, and the successful bidder shall submit all documentation requested for this purpose. Prior to each assembly, the company awarded the contract will check the suitability of the electrical installation with the fair's technical supervisors. The successful bidder shall be responsible and liable for the complete electrical installation from the point of supply, including luminaires, sockets, light points and labor, as well as for contracting the necessary power and paying for the total consumption invoiced. Accordingly, all costs related to electricity and lighting shall be included in the bid, including the additional power required.

Likewise, when required, there will be specific accessible compartments for the electrical panels and cabinets. These cabinets must be fully integrated into the design and aesthetics of the pavilion and must be freely accessible to the fair organization.

Lighting equipment must be sufficiently protected for use in the country of assembly and must always comply with the technical regulations of the trade fair organization.

All the necessary spotlights for general lighting shall be included, which shall guarantee 1000 lx of homogeneous white illumination for the product on display and at least 500 lux of homogeneous white illumination on the work surface. Additional spotlights will be installed free of charge in case reinforcement lighting is required.

Solutions involving exposed wiring will not be permitted. All the plugs that are visible will be recessed, not admitting the use of power strips.

Aspects to be assessed in the criteria table:

- Construction details, drawings or pictures showing the highlighting of the shelves with LEDs strips as per enclosed picture (max. 5 points)
- Layouts showing adequate location and number of lights for general lighting and same temperature color for all lights in the pavilion (max. 1 point)

3.8. Others

3.8.1. Project approval and permits

The contractor shall be responsible for the management and contracting with the fair of all the permits necessary for the execution of the Spain Pavilion and for compliance with the fair regulations both in technical aspects and in safety and fire protection. Specifically, the company awarded the contract must ensure that the materials and solutions proposed comply with trade fair regulations.

The awarded company will submit, if requested, the complete project for the Spain Pavilion to the fair organization for approval and authorization within the deadline established by the fair and will pay for the deposits or payments requested as a prior step to the authorization of the work to be carried out at the fairgrounds.

3.8.2. Production

The work to be carried out by the successful bidder also includes the communication of the project to the exhibitors and its adaptation to their requirements. These requirements will be small (remove shelves, add extras with extra cost such as audiovisual, graphics or lighting ...) and in no case alter the original design of the stand and must necessarily have the approval of ICEX. The successful bidder must adapt the design of the stand and send final plans to the exhibitor for approval.

3.8.3. Assembly

It is mandatory that the company awarded the contract designates a person as ICEX's contact who will work as Project Manager coordinating the requirements of the exhibitors, ICEX and the fairground both in the coordination and production phase as well as in the assembly phase. That same person will be the one who will travel to the fair to coordinate the assembly of the Pavilion on site.

The use of the Pavilion shall be on a rental basis. The facilities will remain at the disposal of ICEX and exhibitors for the duration of the Fair. The transport and storage of the materials or decorative elements of the Pavilion shall be at the expense of the company awarded the service, which may use any means of transport.

3.8.4. Cleaning

The Pavilion will be delivered to the exhibitors 24 hours before the opening. The stands will be delivered completely clean to the exhibitors so that upon arrival they can start placing their products.

The Pavilion will be considered delivered only if the stands are completely clean, not only the floor and furniture but also the inside of the showcases and the surface of the shelves, so that exhibitors can start placing their product on clean surfaces. Also, the inside of the storerooms so that they can store the boxes of merchandise. If this is not done within the deadline (24 hours before the opening), the penalties established in the Specific Conditions will be applied. The company awarded the contract must have sufficient personnel to carry out this task in advance and must also have cleaning personnel in all the halls where there are stands in the pavilion for the necessary cleaning during the day prior to the inauguration and on the morning of the inauguration.

Since the trade fair cleaning service is usually overloaded the day before and the morning of the opening, the decorating company awarded the contract cannot entrust the entire cleaning work to it. It is essential that the decorating company awarded the contract assigns a minimum of 2 of its own personnel to be available at least 48 hours before the arrival of exhibitors (72 hours before the inauguration), equipped with the necessary

cleaning material, to clean the stands as they are completed, regardless of whether the final cleaning work is contracted in parallel with the trade fair cleaning service.

Stands must be completely clean:

1. When the exhibitor arrives to assemble his product, 24 hours before the opening, so that he can place it in clean warehouses, showcases and shelves
2. After product placement, the stands become dirty again due to dust in suspension, so they must be cleaned again so that they are clean on the opening day, at least one hour before the opening time so that exhibitors can put the finishing touches on clean surfaces.

Consequently, there will be a penalty if the decorating company does not deliver the stands clean (floor, showcases and furniture) for the placement of the samples 24 hours before the opening of the fair.

ICEX is responsible for contracting the cleaning of the Pavilion with fair, the days following the opening of the fair, unless it has been offered as an improvement by the successful bidder.

Aspects to be assessed in the criteria table:

- Adequate planification of the cleaning tasks, assuring a proper cleaning on time (max. 1 point)

3.8.5. Stand delivery

The execution of the assembly and decoration works must be completed 24 hours before the opening, except for limitations imposed by the fairgrounds, reserving the last day for general cleaning works (walls, pavement, furniture) and attention to exhibitors.

The Spanish Pavilion will be delivered completely clean, at the expense of the company awarded the contract.

3.8.6. Dismantling

Dismantling, waste management and any other formalities or fees related to the work covered by this tender shall be borne by the successful bidder.

3.8.7. Maintenance

The successful bidder undertakes to provide a maintenance service for the Spain Pavilion during all the days of the fair, which must be carried out by one or more persons with the capacity to repair any breakdown of any kind that may occur. These personnel must be physically present at the fair for the duration of the fair and be able to communicate in Spanish or English.

The successful bidder shall construct the Pavilion in such a way that any breakdown that may occur can be resolved by the maintenance team that remains at the fair. Therefore, it is recommended that the conditions of the Pavilion be considered and that a streamlined construction system be studied to enable breakdowns to be repaired within a maximum of 12 hours from the time the breakdown is reported.

3.8.8. Photo dossier of the Pavilion

The awarded company must provide a final digital photographic report of the pavilion. The report should include at least general views of the islands as well as details of the design, the stands and the institutional area, paying special attention to the visibility of the logos.

3.8.9. Other information

The awarded company shall be obliged to comply with all instructions, corrections and modifications that may be sent to it by ICEX, both in the design phase and during the preparation and construction of the Pavilion. Likewise, the company awarded the contract will accept the joint and coordinated work with the team of ICEX.

ICEX reserves the right to inspect, control the quality of the finishes and the manufacturing process of all the materials to be used in the assembly of the Pavilion as many times as it deems necessary. The awarded company shall comply with all guidelines established by ICEX as a result of these inspections.

The more detailed and well-defined the offer is, the better the technical criteria can be evaluated. Likewise, aspects that are not sufficiently explained cannot be fully evaluated.

ANNEXES

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.

ANNEX 3 - CHINA INTERNATIONAL IMPORT EXPO (CIIE 2024) Spain's Design Guidelines

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

ANNEX 4. ECONOMICAL OFFER.

Duly fulfilled.