



CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

IDEM 2024

The Economic and Commercial Office of the Embassy of Spain in Singapore 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
IDEM 2024 (International Dental Exhibitions and Meeting)	19-21 April 2024	SANDS EXPO & Convention Center Marina Bay Sands, (SINGAPORE)	54 m ² (sqm)

Tender bidding specifications (Taxes excluded)

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

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

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

All tenders must be submitted in USD dollars, including all applicable taxes.

Estimated surface: **54 m²**.

The price offered shall be of maximum **700 USD/m²**, expenses and any applicable taxes excluded.

The price tendered by the bidding company for net surface may not exceed thirty-seven thousand eight hundred US dollars (**37.800 USD**) – **700 USD x 54 m²**, taxes excluded. Any quotation exceeding this amount will be dismissed.

Concept	Estimated Surface (sqm/ m ²)	Max. price USD/ m ²	Max. cost USD without taxes
Booth's construction	54	700 USD	37.800 USD

All tenders and dressing projects must be sent **in electronic format ONLY** to tenders@icex.es **no later than FEBRUARY 5th, 2024** - 14:00 hrs Singapore local time.

Singapore, on the date shown by signature

ICEX Board of Directors

By Delegation (Resolution of September 30th 2021 BOE [Official State Gazette] n° 243 of October 11th, 2021),

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

This service/activity is eligible for co-financing from the European Regional Development Fund (ERDF).

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION A- GENERAL TERMS AND CONDITIONS

FIRST- Object

The object of this Tender is the selection of a Dressing Contractor who shall be awarded the execution of the construction, assembly, maintenance and dismantling works concerning the Pavilion of Spain at the following 2024 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
IDEM 2024	19-21 April 2024	SANDS EXPO & Convention Center Marina Bay Sands, (SINGAPORE)	54 m ² (sqm)

If the trade fair organization decides to move the date of the show to a new date in 2024, postpone its celebration to 2024, 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 IDEM 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
C.1. Economic Offer /Budget <u>Economic Offer /Budget must be in Document 3.</u>	30
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: 30	
C.2. Adjustment to the design provided in the tender. <u>Adjustment to the design provide in the tender must be in Document 2</u>	10
Degree of adjustment to the design and booth equipment provided in the tender MAX: 10	
C.3. Quality of materials proposed. <u>Quality of materials proposed must be in Document 2</u>	15
Floor. Quality of covering material. MAX: 5	
Walls and separating elements. Quality and continuity of material on walls covered with graphics MAX: 5	
Counter/Showcase. Design and quality of material. MAX: 2,5	
Signage and graphics. Size and quality of material. MAX: 2,5	

C.4. Design and construction. Design and construction proposed <u>must be in Document 2</u> It will be evaluated the design and construction proposal.		15
Design, stability of the structure.	MAX:9	
Dividing elements: Design and construction proposal, stability and width.	MAX:6	
C.5. Lighting. Lighting <u>must be in Document 2</u>		10
General Lighting: Number and position of the luminaires, the homogeneity of the lighting. Lighting projects that do not generate shadow areas will be evaluated.	MAX:4	
General Lighting: Luxes and temperature of light (It will be valued that the light quantity is as high as possible (within the ranges established in the specifications) and that the light temperature is neutral). The use of LED lighting will be highly valued.	MAX:3	
The design of the luminaires: simple design, color suitable for the project, possibility to orient the spotlights, type of luminaire will be evaluated.	MAX:1	
The brightness of the light boxes.	MAX:2	
C.6. Furniture Furniture <u>must be in Document 2</u> It will be valued: quality of materials, design, comfort.		14
Counter. Lighting front.	MAX:5	
Lockable showcase. Lighting system.	MAX:6	
General furniture. Tables, chairs, lockable cabinets	MAX:3	
C.7. Environmental criteria. Environmental proposal <u>must be in Document 2.</u>		2
The proposal includes description of the materials whose composition is recyclable and respectful of the environment as well as proposals associated with the elimination of single-use materials. Certification of timber and/or forestry products derived from sustainably managed forests. Use of eco-labeled products or other equivalent quality marks. Use of materials from recycling processes.	MAX: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	
C.8. Improvements. Improvement <u>must be in Document 3</u> Any improvement that does not involve an additional cost for ICEX nor exhibitors and that is not included above.		4
Daily cleaning. MAX 2	YES: 2 NO: 0	
Wifi. MAX 2	YES:2 NO: 0	
Total		100

Responses for information in Document 2 (C2 to C7, both inclusive) will be scored as follows:

0% of allocated points	It does not contribute anything relevant or additional to what is required or 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
20% of allocated points	Low
50% of allocated points	Compliant
75% of allocated points	Fully Compliant

100% of allocated points	Exceeds Requirements
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The proposals that do not reach at least 33 points in sections C2 to C7, both inclusive, 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 fulfill 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 extension.

The total amount tendered by the bidding company for net surface may not exceed thirty-six thousand seven hundred and twenty US dollars (37.800 USD) – 700 USD x 54 m², taxes excluded.

Any quotation exceeding this amount will be dismissed.

This is an estimated cost; if the square meters or elements of the Pavilion vary, it will imply a variation of the cost, according to the price per metro.

The price per square meter specified in the tender, may not be varied, or amended in any way by the Awardee, during the period of the Contract and following extension, 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 equipment work,

Comentado [PSP1]: Propuesta. Mantenemos el 50%, pero para el conjunto de la oferta. De esta forma podríamos evitar problemas con alguna oferta muy completa, pero a falta de info o requisitos sobre algún aspecto en concreto.

Comentado [SL2R1]: ok

even those rented by the exhibitors such as refrigerated displays, audio visuals, etc, maintenance and disassembly of the Spanish Pavilion, as well as all expense items arising from transport from and to the site where the Fair is held, **drayage** and the necessary equipment for assembling and dismantling the Pavilion, warehousing and transport of loads within the Fair and rental of whatever other services are required within the Fair in order to execute the Agreement.

The price should also include:

- Set up, maintenance and dismantling labour, supervisor labour, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.
- Electricity and Power supply. All electrical installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official contractor of the Fair).

No additional extra costs will be accepted.

FOURTH – Estimated Contract Value

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

According to the latter, the estimated total contract value of these contracts eighty-three thousand one hundred sixty US dollars (**83.160 USD**) taxes excluded, which includes the following amounts:

- Main contract maximum budget: **37.800 USD**
- First extension maximum budget: **37.800 USD**
- Modifications (max. 20%): **7.560 USD**

FIFTH - Price and payment arrangement

The total price will be paid, following submission of the appropriate invoice, after the end of the fair. ICEX cannot affect payment in advance.

ICEX will satisfy the amount specified in the tender within 30 days after the conclusion of the fair upon presentation of the corresponding invoices, issued in US dollars (USD), once the penalties, if any, have been deducted.

Administrative requirements for billing- Invoicing details:

All invoices must be billed to:

ICEX España Exportación e Inversiones, E.P.E.
VAT number: ES Q - 2891001F
Paseo de la Castellana 278
E-28046 Madrid (Spain)

And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office in Singapore
7, Temasek Boulevard, 19-03 , Suntec Tower One
Singapur 038987 | Singapur



VAT number: ES Q - 2891001F (ICEX is VAT registered in Spain)

SIXTH. - Procedure

This briefing will be circulated to multiple Companies and will be published on the Economic and Commercial Office of Spain in Singapore's website: <https://www.icex.es/es/quienes-somos/donde-estamos/red-exterior-de-comercio/SG/convocatorias>

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up (FEBRUARY 2nd), at 14:00 AM Singapore 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 by (February 5th) at 14:00 Singapore Time.

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

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

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

After verifying compliance with the Company requirements (see Document 1), the technical offer (work proposal see Document 2) will be reviewed and evaluated. Once the evaluation scores have been assigned to the technical proposal, the economic offer (see Document 3) will be opened and evaluated. **The price contained in the economic offer (Document 3) will not be known until that moment.**

A decision will be made within an estimated period of four (4) weeks from the published proposal due date. The decision will be officially notified via email, to enable the selected agency to begin work promptly.

Proposals not submitted within the deadline will be excluded.

Non-compliance with any of the requirements established in the present briefing will result in the disqualification of the Company concerned.

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

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

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

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

- Legal status, structure, size (turnover, number of employees).
- All competing bidders will be required to provide a solvency report in order to proof that the annual volume of business, referred to the best exercise within the last three (3) available depending on the dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **37.800 USD**.

- Mention of other dressing projects in which they have been involved in the last three (3) 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:

The offer should include:

- Plans of the proposal and design of the furniture and stand, 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.
- Pictures and dimensions of furniture and equipment.
- Technical characteristics of electrical elements and spotlights
- Details and information concerning Improvements.
- Specifications of the Environmental proposed project.

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**

Economic proposal must be in US dollars (USD), including all applicable taxes.

Documentation to be submitted by the bidders:

- Breakdown of the total cost in estimated percentage:
 - Previous works-Production (booths, electricals, water, etc): %
 - Site works (set up and dismantling): %
 - Transportation, load and unload service: %
 - Management and operation services fees: %
- Detailed budget by chapter and by item, stating the unit prices.
- Electricity and Power supply.
- Annex B, Economical Offer duly fulfilled (included information about Improvements – cleaning and wifi).

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 37.800 USD 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 a Contract. Prior the signing of the 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 this Contract signed with the Awardee for the following edition regardless the date of execution without convening a new tender.

The general terms and conditions of the Bidding Specifications governing this Tender shall apply to the extension.

NINETH. – Modification of the contract

Once the contract has been formalized, the modifications considered necessary for its correct execution may be agreed, as long as they do not alter the global nature of the initial contract or imply a substantial modification. For these purposes, those whose cost implies a variation in the contract price of more than 20% will be considered a substantial modification.

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

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 or 2025, ICEX shall solely satisfy the expenses incurred by the Contractor or awardee as from the date of award of the contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order to be reimbursed, the awardee 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: singapore@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. 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 of this Call Tender) 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 set out in the tender'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 one (1) member 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

17.1- Assembly

ICEX may impose penalties following an inadequate or poor finish, the use of faulty or badly preserved materials, and in general, for any assembly deficiencies. Such penalties shall be reckoned pro rata to the damages caused.

Any delivery delay on the agreed schedule (24 hrs before of the Trade fair Opening) 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 sixth 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.

17.2- Dismantling

ICEX may establish penalties in the event of an inadequate dismantling and withdrawal of the elements used in connection with the decoration of the Pavilion, pursuant to the Fair Grounds Regulations thereon pro rata to the damages caused.

Breach of the dismantling schedule as set out in the Fair Grounds Regulations shall entail the application of a penalty to be determined by ICEX which in no event shall be less than 10% of the aggregate consideration for the Contract.

EIGHTEENTH – 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.

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.

Singapore on the date shown by signature

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

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

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

See Annex A. Economical Offer

SECTION B - TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
IDEM 2024	19 - 21 April 2024	SANDS EXPO & Convention Center Marina Bay Sands, (SINGAPORE)	54 m ² (sqm)

The bidder must submit a proposal fitted to the design provided. However, ICEX will be open to assess light changes in the project.

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 Organisers to allow the works at Exhibition Hall, if that is the case, 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.

A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the tenders, must be enclosed with the offer.

The tender should include:

- Plans of the proposal and design of the furniture and stand, 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.
- Pictures and dimensions of furniture and equipment.
- Technical characteristics of electrical elements and spotlights
- Details and information concerning Improvements.

Specifications of the Environmental proposed project.

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.

1. FLOORING

Carpet or wooden platform. White finish.

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

Please, include pictures of the selected carpet, or selected material for the finish of the platform, (wood, PVC, etc.).

2. STRUCTURE AND WALLS

The overall height of the Pavillion will be about 3,80 m. The structural system can be custom made or modular based system, but it should achieve a regular finish without visible joints or grooves (octanorm, maxima or similar modular systems are not recommended unless they are concealed).

The lower part of the backwall shall be of wood, white finish, preferably lacquered or semi-lacquered. The upper part of the backwall shall consist of light-coloured plywood or natural wood slats and a light box.

The dimensions of the slats may be slightly modified to avoid waste of material or to allow a better offer.

Please, include description of the solution proposed and pictures of the selected kind of plywood or wood.

3. CORNICE

There will be a cornice over the backwall. A continuous look should be achieved without any spaces, structural elements between the panels or visible joints. The cornice will be equipped with recessed lights (downlights).

4. FURNITURE AND EQUIPMENT

The following elements should be included in the price tendered per each 9 sqm booth. 18 sqm booth will be equipped with double number of items.

Basic furniture set:

- 1 table + 4 chairs.
- 1 waste bin.
- 2 lockable catalogue cabinet.
- 1 lockable showcase + 1 stool. See enclosed design.
- 1 Socket 13 amp single phase power point.

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

Extra furniture

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

- Table.
- Chair.
- Waste bin.
- Socket 13 amp single phase power point.
- Lockable catalogue cabinet.
- 42" screen, (socket included if necessary) with USB port.
- Free standing catalogue.

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

5. CUSTOM MADE FURNITURE – DIVIDING ELEMENT

Lockable showcase: wooden body, white finish, including inner shelves for storage. Glass showcase inlighted or not. Please specify. Base in plywood or natural wood light color. See attached design.

SHOWCASE DESIGN CAN BE SLIGHTLY DIFFERENT TO FIT THE BUDGET. EXISTING STOCK MODELS CAN BE OFFERED, BUT MODULAR SYSTEM FURNITURE IS NOT ALLOWED.

Dividing element: plywood or natural wood light color slats with perimeter wood structure and base in white finish. Top lightbox including exhibitor vinyl logo. 3 glass shelves. See attached design.

Lacquered finish will be highly appreciated.

6. LIGHTING AND ELECTRICITY

The recessed lights proposed for the cornice have to guarantee 100 Watt/sqm of homogeneous and sufficient lighting. Adjustable downlights will be highly appreciated. The Contractor will carry out all works related with power installations starting from the general supply points and will provide all the necessary spotlights for general lighting purposes.

Each booth will be equipped with a socket 13 amp single phase power point.

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 of the above described equipment have to be included in the bid.

7. SIGNAGE - IDENTIFICATION

The Pavilion identification will include the text Spain in 3D letters at both sides of main wall and a lightbox showing sectorial image. Artworks provided by ICEX.

Each 9 sqm booth will include the exhibitor vinyl logo and booth number on the backwall and exhibitor vinyl logo on the top lightbox of the dividing element. 18 sqm booth will be equipped with double number of items.

8. GRAPHICS

Each booth 9 sqm will include a lightbox or a printed graphic. Please specify. Artworks provided by exhibitors.

9. ICEX BOOTH

ICEX booth will be equipped with a counter instead a lockable showcase: wooden body, white finish, including inner shelves for storage. Inlighted or not front, please specify, including ICEX vinyl logo. Base in plywood or natural wood light color. See attached design.

SHOWCASE DESIGN CAN BE SLIGHTLY DIFFERENT TO FIT THE BUDGET. EXISTING STOCK MODELS CAN BE OFFERED, BUT MODULAR SYSTEM FURNITURE IS NOT ALLOWED.

ICEX booth will include the standard graphic plus an extra graphic. See attached views.

10. MISCELLANEOUS

Cleaning

The Pavilion must be completely cleaned one (1) hour before the opening of the Trade Fair, being this whole 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. All included in the offer.

Others

Communication language regarding this tender, as well as the execution of the successful project, will only be English or Spanish. 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.

11. ENVIRONMENTAL CRITERIA

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

Environmental management will be considered a strategic element as a competitive advantage over competitors so that ICEX becomes a reference for the sector. Particular value will be placed on:

- ✓ Use of appropriate environmental materials and products.
- ✓ Minimize waste production and recycling.
- ✓ Reduction of the emission of gases.
- ✓ Use of eco-labelled products or other equivalent quality marks.
- ✓ Use of recyclable, reusable or recoverable materials.
- ✓ Certification of timber and/or forestry products from sustainably managed forests.

Singapore, on the date shown by signature.

ICEX Board of Directors
By Delegation (Resolution of September 30th 2021 BOE [Official State Gazette] N° 243 of October 11th, 2021)

Antonio García Rebollar
Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Singapore

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

See ANNEX B.- SINGAPORE 2024_SPAIN'S design guidelines.



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 Spanish Pavilion, the list of companies taking part in the trade fair and the regulations of the Trade Fair Organization.