

SPAIN-SINGAPORE BUSINESS SUMMIT

We would be grateful if you could submit a full quote for:

- Spaces:

From July 15th-16th 2025

- Office room for approx. 8 people, large rectangular table in the center with chairs, available 24 hours;

July 15th

- Set-up of the room for the opening session: 150 theatre style with a stage with Davos format. As a complex set-up is required for the stage, the room must be available this day to complete the set up and be ready for final check by 22:00;
- Set-up of the room for the kick-off meeting: school style with stage with Davos format, 60 pax. The room must be ready for final check by 22:00;

July 16th

- Room for the kick-off meeting: school style with stage with Davos format, 60 pax, from 08:30 to 10:00 h. approx.;
- Venue for a coffee: 60 pax.; from 10:00 to 11:00 h. approx.
- Room for the opening session, for panel and for one of the sectoral workshops. Theatre type format with a stage of Davos format stage, 150 pax, from 11:00 to 12:30 h.
- Lunch room, from 12:30 to 14:00 h. for approx. 120 pax;
- One additional room for the sectoral panels/workshops to be held simultaneously, theatre format with stage with Davos format, 60 pax, from 14:00 to 15:00. This room may be the one used for the kick-off, in order to take advantage of the set-up.
- Room for B2B, rectangular tables with 4 chairs, on the afternoon of the 16th from 15:00 to 17:00 (number of tables and people to be determined according to the number of Spanish companies with an agenda). For B2B, the main room can be used if the location manager considers that there is time to change the format during lunch.
- VIP lounge style room with armchairs and low tables, for 8 people, from 07:00 to 15:00.

Catering:

From July 15th-16th

- Coffee in office room for approx. 8 pax;

July 16th

- Welcome coffee (without food) for approx. 60 pax (approx. 60 min) in the foyer of the room for the kick-off meeting;

- Coffee with sweet and savory snacks for approx. 150 guests (approx. 60 min) in the foyer of the room for the kick-off meeting;
- Welcome coffee (without food) for approx. 150 pax (approx. 45 min) in the foyer of the room for the opening session;
- Coffee and pastries in VIP lounge for approx. 8 pax;
- Buffet lunch for 120 people.
- Permanent coffee for B2B lounge in the foyer (from 15:00-17:00 h. approx.) for 30 pax.;

Could we therefore ask you to kindly send us a quote based on the following requirements:

- Five-star hotel due to the image of the country associated with the event, centrally located in the Core Central Region (CCR).
- Sufficient rooms available, each with a good presence and the required capacity.
- Should the room not have a built-in LED, the height of the room for the opening ceremony must be adequate for the audiovisual set-up (more than 4 meters, as the height of the stage is 0.60 m., the LED screen must be at least 1.20 m. from the floor so that the speakers seated in front of it do not cover it, and the minimum height of the LED screen is 2 m., to which must be added the backdrop in which it is framed).
- It will be appreciated if the hotel also has a built-in LED in the room for the kick-off meeting.
- The hotel must indicate if it has a dedicated AV provider, and if so must state the name of the company.

The proposal will be considered based on offered prices in Singapore dollars (SGD), excluding taxes, which must be clearly described and separated. The contract will be awarded to the proposal with the lowest total cost (excluding taxes).

If the bid does not comply with the requested requirements, it will be automatically excluded.

Companies interested in bidding may contact ICEX with any questions about the brief at tenders@icex.es up to **April 21st 2024 at 23:00 AM CET**.

The proposal needs to be sent via email **EXCLUSIVELY** to tenders@icex.es by April 25th **2024 at 10:00 AM CET**. 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.

In Singapore, on the date of signature,

ICEX Board of Directors,
By Delegation (Resolution of 5 March 2025 BOE [Official State Gazette] 67 of 19 March 2025),

Antonio García Rebollar
Head of the Economic and Commercial Office in Singapore

Eligible for co-financing with European Union Funds