



CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

**BIOJAPAN 2023**

The Economic and Commercial Office of the Embassy of Spain in Tokyo 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
BIOJAPAN 2023	11-13 October 2023	PACIFIC Convention Plaza Yokohama	36 m <sup>2</sup>

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 Japanese Yens (JPY), including all applicable taxes.

Estimated surface: **36 m<sup>2</sup>**.

The price offered shall be of maximum 75.375 JPY m<sup>2</sup>, expenses and any applicable taxes excluded.

The price tendered by the bidding company for net surface may not exceed two million seven hundred and thirteen thousand five hundred Japanese yen (2.713.500 JPY) -75.375 JPY x 36 m<sup>2</sup>, taxes excluded. Any quotation exceeding this amount will be dismissed.

Concept	Estimated Surface (sqm/ m <sup>2</sup> )	Max. price JAPANESE YEN per sqm/ m <sup>2</sup>	Max. cost JAPANESE YEN without taxes
Booth's construction	36	75.375 JPY	2.713.500

All tenders and dressing projects must be sent in **electronic format ONLY** to [tenders@icex.es](mailto:tenders@icex.es) no later than **July 28, 2023** 14:00 hrs Tokyo local time. Tokyo, on the date shown by signature

ICEX Board of Directors

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

Fernando Hernández Jimenez-Casquet  
Economic and Commercial Counsellor  
Economic and Commercial Office of Spain in Tokyo

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

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## 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 2023 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
BIOJAPAN 2023	11-13 October 2023	PACIFIC Convention Plaza Yokohama	36 m <sup>2</sup>

If the trade fair organization decides to move the date of the show to a new date in 2023, postpone its celebration to 2023, or even cancel 2023 edition so that the show would be held in 2024, 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 BIOJAPAN 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
<b>C.1. Economic Offer /Budget</b> <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"	<b>MAX: 30</b>	
<b>C.2. Adjustment to the design provided in the tender.</b> <u>Adjustment to the design provide in the tender must be in Document 2</u> <i>The proposals that do not reach at least 5 points in that criteria will be automatically excluded.</i>		10
Degree of adjustment to the design and booth equipment provided in the tender	<b>MAX: 10</b>	
<b>C.3. Quality of materials proposed.</b> <u>Quality of materials proposed must be in Document 2</u> <i>The proposals that do not reach at least 7,5 points in that criteria will be automatically excluded.</i>		15
Floor. Quality of covering material.	<b>MAX: 5</b>	
Walls and separating elements. Quality and continuity of material on walls covered with graphics	<b>MAX: 5</b>	
Counter. Design and quality of material.	<b>MAX: 2,5</b>	



Signage and graphics. Size and quality of material.	MAX: 2,5	
<b>C.4. Design and construction.</b> <b>Design and construction proposed must be in Document 2</b> <i>The proposals that do not reach at least 6,5 points in that criteria will be automatically excluded.</i> It will be evaluated the design and construction proposal.		13
High level signage. Design, stability of the structure.	MAX:8	
Set dividing walls: Design and construction proposal, stability and width. Including backlit graphic.	MAX:5	
<b>C.5. Lighting. Lighting must be in Document 2</b> <i>The proposals that do not reach at least 7,5 points in that criteria will be automatically excluded.</i>		15
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:2	
The brightness of the light boxes.	MAX:2	
Spain in Japanese logo lighting if proposed. Including 3D backlit letters will be evaluated.	MAX:4	
<b>C.6. Furniture</b> <b>Furniture must be in Document 2</b> <i>The proposals that do not reach at least 6,5 points in that criteria will be automatically excluded.</i>		13
It will be valued: quality of materials, design, comfort. Including backlit front in info counter if proposed.	MAX:13	
<b>C.7. Environmental criteria.</b> <b>Environmental proposal must be in Document 2.</b>		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	
<b>C.8. Improvements.</b> <b>Improvement must be in Document 3</b> Any improvement that does not involve an additional cost for ICEX nor exhibitors and that is not included above.		2
Daily cleaning. MAX 1	YES: 2 NO: 0	
<b>Total</b>		<b>100</b>

Responses for information in Document 2 will be scored as follows:

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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

#### 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 extensions.

The total amount tendered by the bidding company for net surface may not exceed two million seven hundred and thirteen thousand five hundred Japanese yen (2.713.500 JPY -75.375 JPY/m<sup>2</sup> x 36 m<sup>2</sup>), 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 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 equipment work, 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 must 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).
- Wifi service for the 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 two (2) possible extensions and the possible modifications.

According to the latter, the estimated total contract value of these contracts is eight million six hundred and eighty-three thousand two hundred Japanese yen (8.683.200 JPY) taxes excluded, which includes the following amounts:

- Main contract maximum budget: 2.713.500 JPY
- First extension maximum budget: 2.713.500 JPY
- Second extension maximum budget: 2.713.500 JPY
- Modifications (max. 20%): 542.700 JPY

#### FIFTH. - Price and payment arrangement

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

ICEX will satisfy the amount specified in the tender within 30 days after the conclusion of the fair upon presentation of the corresponding invoices, issued in Japanese Yens (JPY), 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

3FI, 1-3-29, Roppongi,

Minato-ku 106-0032 (Japan)

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 Tokyo's website: [link](#)

**The Companies interested in bidding may contact ICEX ([tenders@icex.es](mailto:tenders@icex.es)) with any questions about the brief up July 28, at 14:00 AM Tokyo 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](mailto:tenders@icex.es) by July 28 at 14:00 Tokyo 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**.

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Código: **13433761-18753846NQS9JTNB50** Autenticidad verificable en: <https://serviciosmin.gob.es/arce>  
Documento electrónico, página 6 de 17.



- 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 2.713.500 JPY
- 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 must necessarily 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, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions.
- 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 Japanese Yens (JPY), 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.

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 2.713.500 JPY 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 two (2) editions regardless the date of execution without convening a new tender.

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

#### NINETH. – 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 two (2) 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 2023 or 2024 or the Pavilion is cancelled in 2023 or 2024, 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: [tokio@comercio.mineco.es](mailto:tokio@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) 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.

Tokyo on the date shown by signature

ICEX Board of Directors (Contracting Authority)  
By Delegation (Resolution of September 30<sup>th</sup> 2021 BOE [Official State Gazette] of October 11<sup>th</sup>, 2021),

Fernando Hernández Jimenez-Casquet  
Economic and Commercial Counsellor  
Economic and Commercial Office of Spain in Tokyo

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

*See Annex A. Economical Offer*

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## SECTION B - TECHNICAL SPECIFICATIONS

### SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
BIOJAPAN 2023	11-13 October 2023	PACIFIC Convention Plaza Yokohama	36 m <sup>2</sup>

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 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 built by the contractor at no extra cost.

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 must include construction details of all the main elements of the project, such as:

- 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, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions.
- 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.

### The bidder must consider in its quotation the following works:

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

- Conference set.



- Storeroom.
- Information Counter.
- Arcade.
- Flooring
- Electricity and lighting
- Project approval

#### Conference set (\*)

The booth will have 2 Conference Sets. The awarded company will provide 1 set per each 9 sqm, if necessary, **without extra cost**. Composed by:

- ✓ 2 meeting tables (Rectangular shape)
- ✓ 4 chairs per table
- ✓ 1 Lightbox (two sides graphics structure)
- ✓ 2 Catalogue Stand
- ✓ 1 waste bin
- ✓ Electrical fittings: one double socket per table

Each exhibitor will have a commercial printed image mounted on lightbox. The images will be previously selected by every firm who will send them to the awardee company. Each exhibitor will be responsible of sending their final artworks, and the awardee company will ensure maximum printing quality of the forementioned artworks.

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

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

The size of the final prints and lightboxes will be the same for all the exhibitors. The awardee will have the choice in giving his suitable dimension proposal in regards of the construction system.

#### Storeroom

There will be a storeroom being part of the Arcade structure, in a continuous look with no interruptions due to Inner structure. Frames should not be seen.

The aforementioned walls will be raised in pure white colour.

The storeroom will have door with lock and key (2 per storeroom plus master key).

The storeroom should have at least the following equipment:

- ✓ 1 wall Clothes rack.
- ✓ 6 heavy weight Shelves
- ✓ 1 fridge
- ✓ 2 standard sockets and 1x 24-hour socket for fridge.



### Information Area

The booth model will follow the provision of:

- ✓ 1 Counter furnished with shelves. Lower part of it will have a space to store (shelves) that won't cause any annoyance with the attendants seating position on the high stools.
- ✓ Sectorial Logo in the front desk. (Lightbox will be appreciated)
- ✓ Enlighted with leds lamps (decorative).
- ✓ 2 High stools.
- ✓ 2 meeting sets (1 round table + 4 chairs/per set).
- ✓ 1 catalogue's stand up display.
- ✓ 2 lockable cupboards.
- ✓ 1 Coffee Maker (Capsules) and the provision of capsules, sugar, milk and plastic spoons.
- ✓ 1 paper bin.
- ✓ Directory panel if necessary (lightbox will be appreciated) including a list of all exhibitors. Production made by the awardee.
- ✓ 1 x 2 standard sockets.
- ✓ 1 Screen High definition 50" (with USB/HDMI connection).

### Overhead's structure

The design pretends to highlight the overhead's view of the Spain's national identification through a structure, 4.5 m of height.

The structure will cross over the booth area organising the entire space. It will be composed by a main structure, a central block –storage room- and two lateral opens.

The structure will be built in white and red Pantone 485C colour. The awardee will have the choice in giving his suitable proposal in regards of the construction system.

The Spain's national identification will be solved through:

- ✓ A sectorial graphic including the word SPAIN in vinyl on the longest sides of the structure. Backlit graphics will be appreciated.
- ✓ The word SPAIN (Japanese) on the shortest sides of the structure. Backlit letters will be appreciated.

The Spainbio logo and graphics identification will be solved with vinyl transfers sheets in selected points over the booth.

The awardee will be responsible of printing the images. High quality vinyl transfers and no pegboard or foamboard will be appreciated.

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

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

### Flooring

The entire area referring booths should be constructed with a platform under which the all the necessary electrical wiring will be installed, finished in white wood, or covered with a good quality





carpet finishing.

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

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

### Electricity and lighting

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

All the lighting equipment above and below mentioned, including all works and provision of additional mechanisms or devices necessary to make it works, even those rented by the exhibitors, have to be included:

- ✓ All the lamps of leds necessary for the above related booth's furniture units.
- ✓ All electrical fittings for the storage room, arcade structure and conference sets.
- ✓ All the necessary lighting equipment to enlighten appropriately the booth.
- ✓ All the necessary lighting equipment to enlighten appropriately the NATIONAL SIGNAGES if backlit letters are proposed.

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

We remain that the tender price must consider all electrical installations works from source of supply at the exhibition (even if it is carried out solely by the Organiser's official contractor). No additional extra costs will be accepted.

### WIFI service for the Pavilion

The Tenderer must include the supply of Wi-Fi service for the Pavilion. It should be necessary the description of that service (including Wi-Fi router unit and range).

### Project approval

The awardee company will be responsible of obtaining the necessary exhibit centre permits.

### 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. According to show regulations prior to the opening of the event, all exhibitors will be requested to book enhanced cleaning services to sterilize their stands, furniture and displays.

The successful bidder shall also be responsible for compliance of all regulations established by the Trade Fair Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the Trade Fair. This must be included in the overall price.

#### Others

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



Graphics produced by the contractor shall be included in the Tender.

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.

### ENVIRONMENTAL CRITERIA

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

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

Particular value will be place on:

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

Tokyo, on the date shown by signature.

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

Fernando Hernández Jimenez-Casquet  
 Economic and Commercial Counsellor  
 Economic and Commercial Office of Spain in Tokyo

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

*See ANNEX B.- BIOJAPAN 2023\_SPAIN'S design guidelines.*

EUROPEAN REGIONAL DEVELOPMENT FUND (FEDER)

**A way to make Europe**

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#### 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.

