

CALL FOR A DRESSING TENDER AT THE FOLLOWING TRADE FAIR:

TRAKO 2023

The Economic and Commercial Office of the Embassy of Spain in Warsaw 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
TRAKO 2023	19-22 September 2023	AMBEREXPO Gdansk-Polonia	60 m ²

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 euros excluding VAT (taxes must be clearly described and separated).

Estimated surface: **60 m²**.

The price offered shall be of maximum **23.040 € - 384 €/m²**, expenses and any applicable taxes excluded.

The price tendered by the bidding company for net surface may not exceed **23.040 €** (Twenty-three thousand forty euros) - **384 €/m² x 60 m²** -, taxes excluded. Any quotation exceeding this amount will be dismissed.

All tenders and dressing projects must be sent in electronic format **ONLY** to tenders@icex.es **no later than June 30th 2023 14:00 hrs Warsaw local time.**

Warsaw, 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),

Ana María Huerta Sánchez
The acting Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Warsaw

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
TRAKO 2023	19-22 September 2023	AMBEREXPO Gdansk -Polonia	60 m ²

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 TRAKO 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 , including optional items in ICEX booth. <u>Adjustment to the design provide in the tender must be in Document 2</u> <i>The proposals that do not reach at least 5,5 points in that criteria will be automatically excluded.</i>	11
Degree of adjustment to the design and booth equipment provided in the tender	MAX: 6
Including optional items in storage room: fridge, coffee maker connected to the electricity supply and single coffee serves (coffee, milk, paper cups, sugar, disposable wooden paddle coffee stirrers) to last during the days of the fair and/or water dispenser with sufficient supply for all the days the trade fair is open.	MAX: 2
Audiovisual equipment. Quality, design and TV size.	MAX: 2
Storage room door. Including passcode code door lock.	MAX: 1

C.3. Quality of materials proposed. Quality of materials proposed <u>must be in Document 2</u> <i>The proposals that do not reach at least 10 points in that criteria will be automatically excluded.</i>		20
Floor. Including wooden platform will be positively valued. Quality of covering material.	MAX: 5	
Walls, separating elements. Quality and continuity of material on walls covered with graphics and quality of wooden slats wall and bar counter along it.	MAX: 5	
Counters. Design and quality of material.	MAX: 3	
Signage and graphics on walls. Size and quality of material.	MAX: 3	
High level signage on storage room: Design and quality of material. Including Spain 3D backlit letters.	MAX: 4	
C.4. Lighting. Lighting <u>must be in Document 2</u> <i>The proposals that do not reach at least 10 points in that criteria will be automatically excluded.</i>		20
General Lighting. Type, power, brightness and number.	MAX:6	
Comanies'booth lighting. Including lighting cornice. Size, power and brightness.	MAX:4	
Info counter. Including backlight graphic on total or part of the front. Size of the backlight part.	MAX:1	
Companies'counters. Including backlight graphic on total or part of the front. Size of the backlight part.	MAX:5	
Info area graphic wall. Including backlight graphic. Size of the backlight part.	MAX:4	
C.5. Furniture. Furniture <u>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
It will be valuated: quality of materials, design, comfort, similarity with the options proposed in the tender.	MAX:15	
C.6. 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.7. Improvements. Improvement <u>must be in Document 2</u> Any improvement that does not involve an additional cost for ICEX nor exhibitors and that is not included above.		2
Not suggested in the tender.	MAX:2	
Total		100

Responses C2 to C7, both inclusive, 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
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 fulfil any of the requirements in the Call for Bids and the Terms and Conditions governing the tender.

The bidder with the highest score will be informed of the award as soon as possible.

THIRD - Award sum

The price offered by the bidders shall include, among others, all expenses even those regarding fluctuations in exchange rates and cannot be modified during the period of the agreement and, if applicable, its extensions.

The price tendered by the bidding company for net surface may not exceed **twenty-three thousand forty euros (23.040 €) - ~~384 €/m²~~ x 60 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 extensions, unless express Contract thereon by the Parties.

The price tendered must include all works regarding the construction, assembly, provision and connections of additional mechanisms and devices necessary to make all the 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 labours, supervisor labours, Truckage charges, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.

No additional extra costs will be accepted.

FOURTH – Estimated Contract Value

The **estimated value of the contract** considers the value of the first contract and the value of three (3) possible extensions.

According to the latter, **the estimated total contract value** of these contracts is **ninety-six thousand seven hundred sixty-eight euros (96.768 €) taxes excluded**, which includes the following amounts:

- Main contract maximum budget: 23.040 €
- First extension maximum budget: 23.040 €
- Second extension maximum budget: 23.040 €
- Third extension maximum budget: 23.040 €
- Modifications (máx. 20%): 4.608 €

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 euros, 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 ESQ2891001F
Paseo de la Castellana 278
28046 Madrid (Spain)

And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office of Spain in Warsaw
Genowska, 16 | Warsaw 03963 | Poland

SIXTH. - Procedure–

This briefing will be circulated to multiple Companies, and will be published on the Economic and Commercial Office of Spain in Warsaw's portal [link](#).

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up (June 29th) at 14:00 AM Warsaw 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 (June 30th) at 14:00 Warsaw Time.

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

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

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

After verifying compliance with the Company requirements (see Document 1), the technical offer (work proposal see Document 2) will be reviewed and evaluated. Once the evaluation scores have been assigned to the technical proposal, the economic offer will be opened and evaluated (see Document 3). **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 briefing will result in the disqualification of the Company concerned.

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 prove 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 **23.040 €**.
- 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 stands, including ground plans, elevations with dimensions, and overall perspectives to show a proper comprehension of the project.
- Project specifications, including finishes, materials and building processes. These specifications must take into consideration the aspects indicated in the "Specifications of Works".

- Construction details of all the main elements of the project, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions: lighting systems in overhead boxes, showcases, shelves and cornice. Construction system in shelves (fitting wall system and cables), platform and walls.
- Technical characteristics of electrical elements and spotlights.
- Perspectives and/or 3D computer graphics to show a proper comprehension of the project.
- A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the tenderers.
- Photographs of the materials and construction systems proposed.
- Pictures and description of the furniture, audiovisuals and lighting fixtures proposed.
- 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.

- Document 3: ECONOMICAL PROPOSAL

Economic proposal must be in (Euros).

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.
- Annex A, 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 23.040 € 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 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 company).

EIGHTH. - Renewal 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 the following three (3) editions regardless the date of execution without convening a new tender. The general terms and conditions of the Bidding Specifications governing this Tender shall apply to the extension.

NINETH. – 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 next 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 the 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.

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: varsovia@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 financial tender submitted.

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

The Contractor shall likewise provide ICEX with the number of workers required in order to help the exhibitors during the afternoon previous to the Trade Fair inauguration and the morning in which the Trade Fair has been inaugurated and at least 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

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 (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.

18.2 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 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.

TWENTY – 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.

Warsaw, on the date shown by signature.

ICEX Board of Directors (Contracting Authority)
By Delegation (Resolution of September 30th 2021 BOE [Official State Gazette] nº 243 of October 11th, 2021),

Ana María Huerta Sánchez
The acting Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Warsaw

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

See Annex A. Economical Offer

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION B – SPECIFICATIONS WORKS

Estimated total Surface: 60 m².

SPECIFICATIONS OF WORKS

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 design concept is based on the achievement of an homogeneous image for the entire pavilion, emphasising both the exhibitor's image and the national identification.

Therefore, the aim is to create a neutral space to highlight the companies corporate image and products on display, where their identification (name and logo) has a prominent visibility.

The Pavilion of Spain project has the intention to enhance the presence and image of Spain and the Spanish companies, and to serve as a platform for every exhibiting company to freely customize its image inside its own space.

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 made by the contractor at no extra cost.

The tender must include:

- Plans of the proposal and design of the furniture and stands, including ground plans, elevations with dimensions, and overall perspectives to show a proper comprehension of the project.
- Project specifications, including finishes, materials and building processes.
- Construction details of all the main elements of the project, with sections, front views and perspectives that allow a clearly understanding of the proposed solutions: lighting systems in overhead boxes, showcases, shelves and cornice. Construction system in shelves (fitting wall system and cables), platform and walls.
- Perspectives and/or 3D computer graphics to show a proper comprehension of the project.
- A sufficient number of layouts and views to show a proper comprehension of the project, prepared by the tenderers.
- Photographs of the materials and construction systems proposed.
- Pictures and description of the furniture, audiovisuals and lighting fixtures proposed, including 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 pavilion should undertake an open space scheme with the following requirements:

- Companies' booths
- Companies' counters
- Info Area
- Flooring
- Structure and walls
- Graphics
- Electricity and lighting
- Furniture and equipment

Companies' booths

The stand decoration will be the same for all the exhibiting companies with booth. The design harmonize the image of the companies with the image of the country. Particular value will be placed on how both images combine and on the uniformity of the "Spain" brand in all the stands.

The minimum surface area per stand is set at 9 m². The bid must include the following items (this set of items is referred to as "set of furniture" from now on) as supply for each 9 m² area:

- 1 lockable counter. The lower side must include lockable storage space with an inner shelf. The quality and design of this counter will be appreciated. Backlit front will be positively appreciated. Dimensions: 100L x 50D x 100H cm. Company logo will be placed on the counter's front.
- 1 meeting table (80cm diameter)
- 4 chairs
- 1 wastepaper basket
- 1 multiple socket with 4 sockets.
- 50" Tv screen on storage room wall.
- Graphic panel 120cm high covering all the length of the front wall.
- Company logo on side walls (preferably backlit).
- 1 Storage room: It will have:
 - Lockable door. The door will open out from the storeroom and will have a lock and key.
 - Shelves inside the storeroom: 3 linear m.
 - 1 socket inside the storeroom.
 - 1 wall hanger for clothes.

Companies' counters

Each company should have:

- 1 lockable counter. The lower side must include lockable storage space with an inner shelf. The quality and design of this counter will be appreciated. Sockets inside the counter. Backlit front will be positively appreciated. Dimensions: 100L x 50D x 100H cm. Company logo will be placed on the counter's front.
- 1 stool

Info Area

It should have:

- An information and visitor assistance counter for ICEX.

Preferably a custom-made information counter with corporate logos on the front, inner shelves and a lockable area for brochure storage. Institutional logos will be placed on the counter front. Sockets inside the counter. Backlit front will be positively appreciated. Preferably plywood finish to differentiate this counter from the companies' counters. Otherwise, wood effect laminated board is accepted.

- 2 stools.
- 2 meeting tables (80cm diameter) with 8 chairs
- 3 high tables with 12 stools.
- Back Wall (2,44m high) with graphic panel with Institutional and companies' logos covering all the surface on one side (left). Backlit graphic will be positively appreciated.
- Back Wall (2,44m high) with wooden vertical slats covering all the surface on the other side (right).
- Bar counter along the wooden vertical slats back wall with 4 stools.
- 50" Tv (or bigger) screen on storage room wall.
- 1 brochure rack
- wastepaper bins.
- standard socket across this area to serve meeting tables, high tables and bar counter along the back wall.
- Storage room:

The basic structure of the storage room will consist preferably of 350cm high white walls made of built-in modules showing no joints. Walls must have a continuous look, with all frames, poles or other elements of the wall structure totally concealed.

On the front wall hangs the TV and on top of it Spain logo will be placed.

This front wall will be covered completely with graphics.

It will have:

- Lockable door. The door will open out from the storeroom and will have a lock and key.
- Shelves inside the storeroom: 3 linear m.
- 1 socket inside the storeroom.
- 1 wall hanger for clothes.

Optional:

- 1 fridge inside.
- 1 coffee maker connected to the electricity supply and single coffee serves to last during the days of the fair.
- 1 water dispenser with sufficient supply for all the days the trade fair is open.

High-level signage

The design pretends to highlight the overhead's view of the Spain's national identification through a Spain Signage on storeroom wall.

The Spain's national identification will be solved through the word SPAIN. 3D letters preferably backlit will be valued. Otherwise, cut out wood or foam letters will be accepted. In this case SPAIN must be correctly lightened.

▪ DESCRIPTION OF THE MATERIALS

The Contractor will ensure that all the proposed materials comply with all relevant rules and regulations and that their installation will be permitted by any authority involved, obtaining all necessary permits and certificates as per the “General specifications of works” of this Invitation to Tender.

Flooring

The entire flooring of the Pavilion of Spain will be covered in wood flooring beech or light oak finish (Maximum recommended height: 5 cm), if possible.

Otherwise, PVC flooring (beech or light oak finish) or carpet will be accepted.

Other kind of flooring that may improve carpet flooring, will be positively appreciated.

To facilitate the access to disabled visitors, the perimeter of the flooring will have a chamfered edge to provide a slight slope.

In order to protect the floor materials, visqueen or similar cover will have to be installed over them 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.

A sample/picture and colour options of the proposed flooring/carpet material should be included in the bid.

Structure and walls

The structural system can be custom made or modular based system, but it must achieve a regular finish without visible joints or grooves and have resistance enough to hang shelves and TVs. A continuous look should be achieved without any spaces, structural elements or joints visible.

In info Area, storeroom walls must be at least 4,50m high, and back wall should be 2,8m high in white finish, covered with graphics on one side and vertical wooden slats on the other one.

Exhibitor's booth walls should be 2,8m high in white finish covered with graphics on at least one wall and a perimetral lighting cornice on top of it. These walls will have an identification panel at booth's perimeter. It will consist of a double-sided logo and booth number, preferably backlit, on top.

All cables will be hidden inside the walls, so that there will be a hollow space inside the wall to allow wires pass, (for the plasma screens for instance).

Description of the structure and walls proposed and samples/pictures should be included in the bid.

Graphics

Pavilion's Identification

The SPAIN logo will be placed in visible position. 3D letters preferably backlit will be valued. Otherwise, cut out letters will be accepted.

Info area graphics:

Storage room front wall should be completely covered with a printed graphic and a “Spain “ text on top of it.

Info area back wall should be completely covered with a printed graphic, preferably backlit, on one side.

Artworks will be sent to awardee well before the dates of the Show.

Exhibitors' identification

Identification panel and info counter. Every booth will be identified with the exhibitor logo on counter's front and identification panel on walls perimeter, Artworks will be sent to awardee well before the dates of the Show.

Identification panel:

As detailed previously, there will be an Identification panel for every exhibitor on the walls perimeter facing the aisles. It will consist of a double-sided logo and booth number, preferably backlit, on top.

Info counter. It will display exhibitor's logo on its front side.

Booth graphics:

Graphic panel should cover at least one of the exhibitor's booth walls. Covering more area on the other walls will be valued.

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

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

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.

Electricity and lighting

- General lighting:

Lighting will be placed on top of walls to illuminate all the areas from the top. Lighting, flood light (LED diffuse light) preferably. The awardee will have the choice of giving his suitable proposal in regards of the construction system.

The number and distribution of lighting rails must be proposed by the bidder in order to achieve at least 150 Watts per metros of lighting in the whole area and have to guarantee a homogeneous lighting. It must provide a correct way to illuminate the graphics, avoiding shadows casted by the structure.

- Company's booth:

On top of walls there should be a cornice to accommodate the lighting. Preferably linear LED strip light system. Modules should be connected one after the other via plug-in terminals for homogeneous lighting. It is very important to get a bright and powerful illumination on the walls.

- Counters:

Backlit logo will be valued.

In case of including backlit elements:

Must be perfectly lit (LED highly recommended) to get an impressive and highly bright image of all graphics.

Powerful system of lamps required to reach the best brightness of the pieces.

Visible joint elements will not be admitted. All corners must be built to minimize the joints and corner pieces.

Construction details to be sent by the Tenderer.

Interior frames must be concealed.

All the lights will have the same colour temperature.

The use of LED lighting will be highly valued.

All the lights will have the same colour temperature.

A solution must be given by the bidder to hide all the electric wires and the light lanes for the general lighting.

The awardee company will be responsible for the installation of both general and more specific lighting, ensuring adequate lighting, avoiding shades and guaranteeing white medium colour Led temperature (between 4000k and 5000k) light.

Labor to install, assemble, connect and hang all the lights must be included in the tender.

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.

The tender price must consider all electrical installation 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.

The contractor will be in charge of (and will be held responsible for) the electrical fittings. The Contractor will carry out all work related with power installations starting from the general supply points and will provide all the necessary spotlights, display lighting general lighting, power points and labour to install, assemble, connect and hang all the lights and all of these must be included in the tendering price. The contractor will also carry out subsequent procedures with the official contractors and coordinate with them.

A description including pictures, technical details, number and location of lamps should be included in the bid.

All areas should be equipped with enough Electrical outlets, especially counters, meeting areas, storage rooms.

Furniture and equipment

The quality and design of the furniture will be appreciated. No system-made furniture will be accepted.

A catalogue of the furniture including dimensions of each item of furniture will be positively appreciated.

BOOTHS

Basic furniture and equipment set for 9 m²:

- 1 info counter:
 - Size: 1.00m x 0.50 x 1mH, furnished with shelves and lockable doors.
 - Company logo on counter's front, preferably backlit.
 - **No modular system allowed.**
- 1 table + 4 chairs
- 1 waste bin.
- 50" Tv
- 1 multiple-socket with 4 sockets.
- Graphic panel 120cm high covering all the length of the front wall.
- Company logo on side walls (preferably backlit).

All artworks will be sent to awardee well before the dates of the Show.

Aspects of the furniture that will be taken into consideration:

- Quality of furniture and equipment proposed shown in pictures or photographs.
- Range of available furniture and equipment models, finishing and colors.

A description of each item of furniture including pictures, available colours, 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.
- High table.
- Chair.
- Stool.
- Waste bin.
- Socket 120 V/500 Watts.
- Lockable cabinet.
- Plasma screen 32".
- Plasma screen 42".
- Shelf (1 m long).
- Glass showcase.
- Glass counter display.

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

Suggestions:

Chairs:



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-labeled 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.

Warsaw, 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)

Ana María Huerta Sánchez
The acting Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Warsaw

See Annex B.- Trako 2023_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.