

## REQUEST FOR QUOTATION (RFQ)

### Venue Hire and Associated Services

**Spain-Australia Business Summit 2026 – Sydney**  
**Main Summit: Tuesday 17 – Wednesday 18 November 2026**  
**Operational requirements: 15 – 18 November 2026**

### 1. Invitation and purpose

The Economic and Trade Commission of Spain in Sydney, acting as the local representation of ICEX, invites selected five-star hotels in Sydney to submit a detailed quotation and operational proposal to host the Spain-Australia Business Summit 2026 and support the associated official delegation requirements, including the visit of the First Deputy Prime Minister of Spain, Mr Carlos Cuerpo.

The main Summit will take place on Tuesday 17 and Wednesday 18 November 2026. Supporting event operations begin on Sunday 15 November with the Staff / Operations Room and continue until Wednesday 18 November. The selected hotel must be capable of providing a coordinated solution covering function spaces, room set-ups and turnarounds and catering.

### 2. Event overview and planning assumptions

The Spain-Australia Business Summit 2026 will bring together participating Spanish companies, Australian business partners, senior government and institutional representatives, media and other relevant stakeholders. Although all attendance figures are planning estimates subject to registration and invitations, individual functions range from approximately 65 attendees to 200–250 attendees.

Day 1 is primarily focused on the participating Spanish companies and comprises an Investment Seminar followed by a Welcome Cocktail. Day 2 comprises the main institutional and business programme: a breakfast with Spanish companies, the Opening Ceremony and Panel/Fireside Chat, networking coffee break, sector workshops, networking lunch and structured B2B meetings.

### 3. Official programme and space schedule

| Date       | Time        | Function                                 | Attendance / Capacity | Key space requirement                        |
|------------|-------------|------------------------------------------|-----------------------|----------------------------------------------|
| Sun 15 Nov | 24 hours    | Staff / Operations Room                  | ~10                   | Dedicated room; 24-hour key access           |
| Mon 16 Nov | 24 hours    | Staff / Operations Room                  | ~10                   | Dedicated room; 24-hour key access           |
| Tue 17 Nov | 24 hours    | Staff / Operations Room                  | ~10                   | Dedicated room; 24-hour key access           |
| Tue 17 Nov | 16:00–17:45 | Investment Seminar                       | ~65                   | Classroom audience + Davos-style speaker set |
| Tue 17 Nov | 18:30–20:30 | Welcome Cocktail                         | 70–80                 | Hotel signature/iconic venue                 |
| Wed 18 Nov | 24 hours    | Staff / Operations Room                  | ~10                   | Dedicated room; 24-hour key access           |
| Wed 18 Nov | 07:00–20:00 | VIP Room                                 | ~20                   | Private lounge-style room                    |
| Wed 18 Nov | 08:00–09:30 | Breakfast with Spanish Companies         | ~65                   | Breakfast venue; private                     |
| Wed 18 Nov | 8:45–9:30   | Welcome Coffee                           | 100                   | Foyer / pre-function area                    |
| Wed 18 Nov | 09:30–11:00 | Opening Ceremony + Panel / Fireside Chat | 150–200               | Main function room                           |
| Wed 18 Nov | 11:00–11:30 | Coffee Break Networking                  | 150–200               | Foyer / pre-function area                    |

| Date       | Time        | Function                                                     | Attendance / Capacity               | Key space requirement               |
|------------|-------------|--------------------------------------------------------------|-------------------------------------|-------------------------------------|
| Wed 18 Nov | 11:30–12:45 | Four Sector Workshops – two simultaneous workshops per round | Up to 150 per room                  | Two rooms required concurrently     |
| Wed 18 Nov | 12:45–14:30 | Networking Lunch                                             | ~150                                | Foyer / terrace or equivalent       |
| Wed 18 Nov | 14:30–17:00 | B2B Meetings                                                 | 30 tables with 4/5 chairs per table | Main room may be reset during lunch |

## 4. Mandatory hotel and venue capability

- Minimum five-star hotel standard, in the Sydney CBD or another central Sydney location suitable for a high-level government and business delegation.
- Ability to provide all mandatory function spaces and supporting areas for the dates/times stated, including the Staff Room from 15–18 November and the VIP Room on 18 November.
- A main function room capable of accommodating 150–200 attendees theatre-style together with the required stage/platform, and appropriate circulation and sightlines.
- A second function room available concurrently during the workshop period and capable of accommodating up to 150 attendees in the proposed workshop configuration.
- A suitable foyer or pre-function area for registration, networking catering and B2B support.
- A distinctive/signature hotel venue suitable for a high-level cocktail reception for approximately 65 guests on 17 November.
- Ability to hold a separate room for the contingent 65-person breakfast on 18 November without affecting readiness of the 09:30 main session.
- Full audiovisual and technical capabilities, either in-house or through an appointed/approved supplier. If using an external supplier, please specify the company name. The capabilities must be sufficient to meet all mandatory AV requirements set out in this RFQ.
- Ability to coordinate with official security/protocol personnel and manage VIP vehicle arrival and restricted access to designated spaces where required.

## 5. Detailed functional and catering requirements

Unless expressly described as contingent or optional, all items in this section are mandatory and must be included in the respondent's compliant base proposal. The hotel must identify the proposed room for each function and state any limitation or departure explicitly.

### 5.1. Staff / Operations Room – 15 to 18 November inclusive

- Availability from Sunday 15 November through Wednesday 18 November inclusive, with uninterrupted 24-hour key-controlled access.
- Capacity for approximately 10 people and location as close as reasonably possible to the principal event spaces.

- The same room is strongly preferred throughout the four-day period. If this is not possible, the hotel may propose a room change provided continuity of access, equipment and service is maintained and the hotel manages any required relocation without operational disruption.
- Boardroom-style table with chairs and sufficient power for the organising team's laptops and devices.
- Reliable Wi-Fi.
- Coffee, water and snacks available throughout the required period.
- The room must be lockable/secure when unattended.

## **5.2. Investment Seminar – Tuesday 17 November, 16:00-17:45**

Expected attendance: approximately 65 guests. Audience: participating Spanish companies.

### *Room set-up*

- Welcoming/registration tables in the foyer, covered with black cloths, with space for an event-image backdrop.
- Classroom-style audience seating.
- Raised platform/stage with a Davos-style conversational set-up for speakers.
- Space for event roll-ups.

If the same room is proposed for both the Investment Seminar and the main institutional session on 18 November, the respondent must confirm that the room can be turned around and technically ready for a full AV run-through / sound check at approximately 20:00 on 17 November. If this cannot be achieved, the respondent must propose a separate room for the Investment Seminar.

## **5.3. Welcome Cocktail – Tuesday 17 November, 18:30-20:30**

Expected attendance: approximately 70-80 guests. Audience: participating Spanish companies. The hotel is invited to propose its most distinctive/signature asset suitable for a high-level networking reception (for example, a signature bar, rooftop, terrace, heritage room, lounge or other premium venue).

- Cocktail tables and appropriate standing reception furniture.
- Space for event roll-ups.
- Hotel to provide the proposed room/venue name, photographs, capacity, key features and any relevant access or noise restrictions.
- If an outdoor or partially outdoor space is proposed, a credible wet-weather contingency of equivalent capacity must be identified and priced.

## **5.4. Breakfast with Spanish Companies – Wednesday 18 November, 08:00-09:30**

Expected attendance: approximately 65 guests. This function is contingent and must be quoted separately.

- Private or appropriately separated breakfast space within the hotel.

- The breakfast should be designed as a networking format for approximately 65 guests, using high tables grouped by sector and a standing/semi-standing layout conducive to interaction with the presiding senior official. The hotel may propose any additional supporting furniture it considers appropriate.
- The hotel should propose an appropriate breakfast catering concept.
- The room/location must permit immediate transition to the 09:30 main institutional programme and must not interfere with the preparation or technical readiness of the main function room.
- Quotation must state activation/cancellation cut-offs.

### 5.5. Welcome coffee

Expected attendance: 100 guests. The service should take place in the foyer/pre-function area during the registration period.

- Cocktail tables.
- Food stations.

Sufficient circulation space to avoid congestion around the main room entrances and registration area.

### 5.6. VIP Room – Wednesday 18 November

Required Wednesday 18 November from 07:00 to 20:00. Capacity: approximately 20 people.

- Private lounge-style room with armchairs and coffee tables.
- One set of Australia, Spain and European Union flags will be provided by ICEX
- Coffee, water, tea and snacks throughout the required operating periods.
- Respondent must provide room name, floor, proximity to the main function room and lifts, floor plan/photo, and explain how access/privacy can be managed for an official delegation.

### 5.7. Opening Ceremony + Panel / Fireside Chat – Wednesday 18 November, 09:30-11:00

Expected attendance: 150–200 guests. This is the principal institutional session and the proposed room must satisfy all requirements below simultaneously.

#### *Room set-up and staging*

- Welcoming/registration tables in the foyer, covered with black cloths, with space for an event-image backdrop.
- Theatre-style audience seating for 150–200 attendees.
- Raised platform/stage with Davos-style speaker set-up.
- Space for event roll-ups and event branding without compromising exits or sightlines.

This room needs to be ready for a full AV run-through / sound check at approximately 20:00 on 17 November.

## **5.8. Coffee Break Networking – Wednesday 18 November, 11:00-11:30**

Expected attendance: 150–200 guests. The service should take place in the foyer/pre-function area while the main programme transitions to the workshop configuration.

- Cocktail tables.
- Food stations.

Sufficient circulation space to avoid congestion around the main room entrances and registration area.

## **5.9. Sector Workshops – Wednesday 18 November, 11:30-12:45**

Four sector workshops will be delivered and they will be held in two consecutive rounds, with two workshops running simultaneously in each round.

- Two function rooms are required concurrently for the full workshop period.
- Each room must be capable of accommodating up to 150 attendees in the hotel's proposed workshop configuration.
- One of the two rooms may be the main function room used for the Opening Ceremony. The respondent must identify the second room and provide its capacity and floor plan.
- The hotel must confirm that any room reset required between the Opening Ceremony/Panel and the workshops can be completed during the 11:00–11:30 coffee break.

## **5.10. Networking Lunch – Wednesday 18 November, 12:45-14:30**

Expected attendance: approximately 150-200- guests. Preferred location: foyer, terrace or another suitable networking area adjoining or close to the main event rooms.

- Buffet / food stations.
- Cocktail tables and suitable standing networking furniture.
- If an outdoor or partially outdoor area is proposed, identify an indoor wet-weather contingency with equivalent capacity and any cost implications.

## **5.11. B2B Meetings – Wednesday 18 November, 14:30-17:00**

The hotel must provide a B2B meeting configuration comprising 30 meeting tables. The hotel may use the main function room or another suitable function room, provided that the proposed space can accommodate the complete B2B configuration and any required room reset can be completed in time for the space to be fully operational by 14:30.

- 30 meeting tables, each with 4–5 chairs.
- Approximately 1.5 metres separation between tables, or equivalent spacing sufficient to provide functional meeting zones and circulation.
- Registration/welcoming tables in the foyer.
- A coffee station in the foyer maintained and replenished throughout Day 2, including the B2B session.
- Plugs, extension cords and safe cable management sufficient for laptops at the B2B tables.

- Spain and Australia desktop flags will be provided by ICEX.
- Space for event roll-ups.
- The respondent must provide an indicative B2B floor plan showing all 30 tables, circulation and power distribution.

All labour, portage and furniture handling required for the programme's specified room resets must be included in the quotation. The hotel must confirm that the B2B room will be fully set, safe and operational by 14:30.

## 6. Audiovisual services – outside scope of RFQ

Audiovisual production and technical services do not form part of the scope of this RFQ and must not be included in the quoted contract price or financial offer. The audiovisual component of the Summit will be subject to a separate procurement and contracting process.

Following selection of the event hotel, the organiser will liaise with the selected venue regarding the audiovisual and production requirements for the Summit and will undertake the corresponding procurement separately.

The technical requirements described elsewhere in this RFQ — including screen, staging requirements, room layouts, technical rehearsal timings, access requirements and room turnaround constraints — are provided for venue feasibility and planning purposes only. Respondents must confirm that their proposed room allocation is capable of accommodating these requirements; however, they are not required to price the audiovisual equipment, production services or audiovisual technical labour as part of this RFQ.

Any audiovisual proposal, quotation or subsequent contract will therefore remain separate from the hotel venue and catering procurement covered by this RFQ.

## 7. Catering and beverage requirements

The organiser is intentionally leaving the detailed menu design open. Respondents are requested to propose catering concepts appropriate to a five-star institutional/business event, with clear per-person or package pricing and at least one compliant option for each required catering moment.

| Service                 | Date/time                                 | Planning number | Requirement                                                     |
|-------------------------|-------------------------------------------|-----------------|-----------------------------------------------------------------|
| Welcome Cocktail        | 17 Nov, 18:30–20:30                       | ~65             | Standing reception; hotel to propose food and beverage package. |
| Breakfast               | 18 Nov, 08:00–09:30                       | ~65             | Hotel to propose breakfast format.                              |
| Welcome Coffee          | 18 Nov, 8:45–9:30                         | 100             | Coffee, tea and water.                                          |
| Coffee Break Networking | 18 Nov, 11:00–11:30                       | 150–200         | Coffee/refreshment and food-station concept to be proposed.     |
| Networking Lunch        | 18 Nov, 12:45–14:30                       | ~150            | Buffet/food stations; hotel to propose menu.                    |
| VIP Room                | 18 Nov 07:00–20:00;<br>19 Nov 09:30–14:00 | ~20             | Continuous coffee, water, tea and snacks.                       |
| Staff Room              | 15–18 Nov                                 | ~10             | Coffee, water and snacks throughout required operating period.  |

|                               |        |       |                                                                   |
|-------------------------------|--------|-------|-------------------------------------------------------------------|
| B2B / Day 2<br>coffee station | 18 Nov | Day 2 | Foyer coffee station maintained and replenished throughout Day 2. |
|-------------------------------|--------|-------|-------------------------------------------------------------------|

For each catering service, the quotation must state the proposed menu/package, unit price, service staffing included, any minimum spend, beverage charging basis, dietary/allergen capability, final-number cut-off, permitted variance and any service charge or gratuity. Respondents may offer alternative/upgraded menus as optional items, clearly separated from the compliant base offer.

## 8. Room access, set-up, turnarounds, logistics and dismantling

- Provide the earliest access time available for each proposed function space on 16 and 17 November, including any access available on 16 November for pre-event production or set-up, and identify any restrictions on overnight installation or access.
- The main institutional room must be configured and technically available so that a full AV run-through / sound check can be carried out at approximately 20:00 on 17 November, ahead of the 09:30 start on 18 November. If the same room is proposed for the Investment Seminar ending at 17:45, the respondent must provide a credible turnaround plan demonstrating that the LED display, staging, press riser, room layout and associated technical systems can be fully installed, configured and ready for that run-through. If this cannot be achieved, a separate room must be proposed for the Investment Seminar so that the main institutional room can be made available earlier. The respondent must identify any access limitations, compulsory labour requirements and after-hours charges associated with this arrangement.
- Confirm that the 11:00–11:30 reset of the main institutional room to workshop configuration can be completed within the programme timetable. Where the hotel's proposed room allocation requires a subsequent workshop-to-B2B turnaround, confirm that this can also be completed in sufficient time for the B2B room to be fully set and operational by 14:30.
- Confirm loading dock / service entrance arrangements, delivery hours, booking procedures and freight / service lift access to the proposed function spaces.
- Provide the available delivery windows for backdrops, roll-ups, flags, audiovisual equipment and other event materials in advance of the event, together with any applicable handling, portering or access charges.
- Provide secure back-of-house storage for empty boxes, crates, spare materials and other event equipment during the event, and identify any associated charge.
- Confirm teardown and dismantling access after 17:00 on 18 November, including the latest permitted finish time, any restrictions on supplier access, and any applicable labour, security or after-hours charges.
- Identify parking and loading options available to organisers and suppliers, together with applicable rates or charges.
- Identify a suitable VIP vehicle drop-off / pick-up point close to the hotel entrance and describe any access route or arrangements available to minimise interaction with general hotel guest traffic.
- Confirm that uninterrupted 24-hour access to the Staff / Operations Room can be maintained from 15 to 18 November inclusive under the hotel's overnight security and access procedures.

## 9. VIP, protocol, security, exclusivity and confidentiality

The event involves a senior official delegation. The hotel must be capable of cooperating with the organiser and relevant Spanish/Australian security and protocol personnel. The hotel is not being asked to provide an exclusive buy-out of the entire property; however, the organiser requires clarity regarding exclusivity and concurrent use of the relevant function areas.

- For every proposed function room and foyer/pre-function area, state whether the space is exclusive to the Summit during the required period and identify any shared circulation or common areas.
- Identify any other confirmed or anticipated event currently scheduled on the same floor or in immediately adjacent function spaces during 17–18 November that could affect privacy, security, noise, guest flows, catering capacity, room turnarounds or staffing.
- Describe the hotel's standard arrangements and experience for government, diplomatic or high-level institutional delegations.
- Confirm ability to coordinate access control, credential checks and secure movement with an external/official security detail if requested.
- Provide details of CCTV/security presence in relevant public areas and the hotel emergency/escalation point of contact; do not include sensitive system diagrams in the initial proposal.
- No public announcement, press statement, social-media post, promotional use of the delegation/event name or use of ICEX/Government of Spain branding may be made without prior written authorisation from the organiser.
- Rooming lists, guest names, itineraries and security-related information provided later must be treated as confidential and disclosed internally only on a need-to-know basis.

## 10. Accommodation arrangements – outside scope of RFQ

Accommodation does not form part of the scope of this RFQ or of the resulting contract and must not be included in the financial offer. Accommodation arrangements will not form part of the evaluation of quotations.

ICEX / the Economic and Trade Commission of Spain will not enter into a binding accommodation commitment or guarantee any minimum room pick-up in connection with this procurement.

Following completion of the procurement process, the organiser may separately discuss with the selected hotel potential preferential accommodation arrangements for representatives of the Spanish public delegation and participating companies. Any such arrangements would be non-binding and would be negotiated separately from this RFQ.

Participating companies will be under no obligation to stay at the event hotel and will make and pay for any accommodation reservations directly.

## 11. Safety, accessibility and compliance

- Hotel must comply with applicable Australian and NSW building, fire, work health and safety, food safety and accessibility requirements.
- Confirm lawful capacities for every proposed room in the required configuration.

- Confirm wheelchair-accessible routes to all required function spaces and accessible restroom availability.
- Describe on-site first-aid/emergency response arrangements and evacuation procedures relevant to event guests.
- Confirm current public liability insurance and provide evidence upon request.
- Disclose any induction, contractor insurance, risk assessment, test-and-tag or other compliance requirement that may create cost or lead time for the organiser or suppliers.

## **12. Commercial and contractual requirements**

### **12.1. Pricing basis and compulsory cost disclosure**

All quotations must be in Australian dollars. For every line item, respondents must show the price excluding GST, GST amount and price including GST. A single TOTAL MANDATORY BASE PRICE (GST inclusive) must be provided, together with the separate contingent breakfast price.

- All room hire and minimum-spend requirements.
- Accommodation costs must not be included in the TOTAL MANDATORY BASE PRICE or elsewhere in the financial offer, as accommodation falls outside the scope of this RFQ.
- All standard and compulsory furniture/set-up/reset labour.
- All mandatory catering and beverage costs based on the planning numbers in this RFQ.
- Compulsory security, portorage, loading, storage, cleaning, supervision, external supplier, service charge, gratuity or administration fees.
- Any credit-card/payment surcharge or other fee that could apply.
- Any after-hours, overtime, weekend or minimum-call labour assumptions.

Any compulsory cost necessary to deliver the proposed compliant solution must be disclosed in the quotation. Respondents must not rely on undisclosed compulsory charges being added after evaluation.

### **12.2. Payment, change, cancellation and postponement**

The proposal must include the hotel's proposed contract/payment terms and clearly address each of the following:

- Deposit required to secure the booking and payment schedule. The payment schedule must include a payment of at least 20% of the total contract value upon completion of the event. This requirement is mandatory and constitutes a sine qua non condition of the tender; proposals that do not comply with this requirement will not be considered.
- Quote validity period and date to which space/rates can be held.
- Cancellation of the entire event.
- Postponement or change of event dates, including whether payments may be credited to rescheduled dates.
- Reduction in overall attendance/catering numbers.
- Cancellation or reduction of an individual function or room.

- Force majeure / events outside the parties' reasonable control.
- Treatment of refundable and non-refundable deposits.
- Specific activation/cancellation terms for the contingent 18 November breakfast.

### 13. Evaluation approach

Compliance with the mandatory dates, capacities and technical/operational requirements is a threshold consideration. Proposals unable to meet a mandatory requirement should identify this openly and propose an alternative where possible; the organiser will determine whether any alternative is acceptable.

Subject to applicable ICEX procurement requirements, the organiser expects to assess the proposals holistically, including:

- Compliance with the mandatory programme, space, and operational requirements.
- Quality, suitability, privacy and proximity of the proposed room allocation.
- Ability to execute the required room turnarounds within the timetable.
- VIP/protocol/security suitability and coordination capability.
- Quality and flexibility of the proposed catering solution.
- Logistics, loading, supplier access, storage and operational support.
- Transparency and competitiveness of the total delivered cost, including all compulsory fees.
- Experience and reputation relevant to high-level institutional, diplomatic or business events.
- Commercial flexibility in relation to schedule changes, cancellation, postponement and the contingent breakfast.

The lowest headline room-rental price will not necessarily represent the best-value proposal. The organiser may seek clarifications, request a site inspection or revised pricing, and may decide not to proceed with any quotation, subject to applicable procurement requirements.

### 14. Clarifications and submissions

Any requests for clarification regarding the content of this briefing must be submitted exclusively by email to the following address: [tenders@icex.es](mailto:tenders@icex.es)

Requests for clarification must be received no later than 17 September 2026 at 10:00 am CET (6:00 pm AEST).

No other communication channels or forms of contact would be accepted in relation to this RFQ.

### 15. Submission of proposals

Submitted proposals must include, as a minimum:

- A detailed schedule with the dedicated rooms, spaces, services and features for each of the activities according to all the requirements specified in this RFQ.
- A detailed and itemised cost breakdown covering room rental, catering and beverages.

- Additional charges, taxes, etc.
- Payment terms, including deposit required to confirm the booking, payment schedule, and accepted payment methods, cancellation and attrition policy, validity of the quote, etc.

Proposals must be submitted exclusively by email to: [tenders@icex.es](mailto:tenders@icex.es), using the following subject line: "PROPOSAL – SPAIN-AUSTRALIA BUSINESS SUMMIT – 17-18 NOVEMBER 2026"

The deadline for submission is 22 September 2026 at 10:00 am CET (6:00 pm AEST).

All files should not exceed 4mb in size if sent as attachment. If files exceed this limit, applicants may use a reliable file-transfer link, ensuring that the link remains accessible until the evaluation process has concluded.

Any proposal received after the deadline or incomplete may be excluded from the evaluation process.

In Sydney, 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),  
Josu Xabier Lizárraga Cubillos  
Head of the Economic and Commercial Office in Sydney

***Eligible for co-financing with European Union Funds***  
***Eligible to be co-financed by the European Regional Development Fund (ERDF)***

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