

## SPAIN-CANADA BUSINESS SUMMIT

### VENUE QUOTATION REQUEST

#### **Organisers:**

ICEX, Economic & Commercial Office of Spain in Toronto and Ottawa

#### **Event Date:**

3 December 2025

We invite you to submit a quotation for hosting the annual Spain–Canada Business Summit. This event will bring together Spanish and Canadian businesses to explore investment and partnership opportunities in the following sectors:

- Infrastructure
- Innovation and AI tools for critical infrastructure

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

- **Spaces:**

From November 30<sup>th</sup>- December 4<sup>th</sup> 2025

- Office room for approx. 10 people, large rectangular table in the center with chairs, available 24 hours;

December 2<sup>nd</sup>

- Set-up of the room for the opening session: 150 theatre style with a stage with Davos format. As a complex set-up is required for the stage, the room must be available this day to complete the set up and be ready for final check by 20:00;

December 3<sup>rd</sup>

- Business Breakfast room for 30-50 pax, from 8:00 to 9:30h.
- Room for the inauguration and panel discussion. Theatre type format with a stage of Davos format stage, 150 pax, from 9:00 to 12:00 h.
- Two rooms for the sectoral panels/workshops to be held simultaneously, theatre format with stage with Davos format, 80 pax, from 12:00 to 13:00.
- VIP lounge style room with armchairs and low tables, for 20 people, from 07:00 to 15:00.
- Lunch room, from 13:00 to 14:30 h. for approx. 150 pax.
- B2B meeting room, from 14:30 to 17:30 and 9:00 to 13:00 on December 4<sup>th</sup>. 30 tables with 4 chairs each. For B2B, the main room can be used if the location manager considers that there is time to change the format during lunch.

- **Catering:**

### From November 30<sup>th</sup> - December 3<sup>rd</sup>

- Coffee and water in office room for approx. 10 pax;

### December 3<sup>rd</sup>

- Breakfast buffet and high/cocktail tables for 30-50 pax;
- Welcome coffee (without food) for approx. 100 pax (approx. 60 min) during registration in opening session foyer;
- Coffee with sweet and savory snacks for approx. 150 guests (approx. 60 min);
- Coffee and pastries in VIP lounge for approx. 20 pax;
- Buffet lunch for 150 people;
- Permanent coffee for B2B lounge in the foyer (from 15:00-17:00 h. and 9:00 to 13:00 on December 4<sup>th</sup>);

### Technical and Image Requirements

- The venue must be of a high standard, suitable for a national business event, and well-located for easy access by public and private transport.
- All rooms must meet capacity and presentation requirements.
- The main ceremony room must have a minimum ceiling height of 4 meters to accommodate:
  - o Stage height: 0.60 m
  - o LED screen: Minimum 2 m high, positioned at least 1.20 m above floor level, with appropriate backdrop.
- Indicate if the venue has a dedicated AV provider and specify the company.

### **PROPOSAL SUBMISSION AND EVALUATION**

- Please confirm venue availability for the required date.
- Submit a detailed quote in Canadian dollars (CAD), clearly stating the price excluding taxes and service charges, but indicating these amounts separately.
- Proposals will be evaluated strictly on the lowest total cost (excluding taxes and service charges) for a minimum of 150 guests, provided all requirements are fully met.

Questions may be sent to ICEX at [tenders@icex.es](mailto:tenders@icex.es) by October 2<sup>nd</sup> 2025, 23:59 EDT.

The proposal needs to be sent via email **EXCLUSIVELY** to [tenders@icex.es](mailto:tenders@icex.es) by October 5<sup>th</sup>, 2025, 23:59 EDT. 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. Any offer submitted after this deadline will not be accepted.

**Documentation evidencing beneficial ownership** (projects financed by the Recovery, Transformation and Resilience Plan). In addition to the documentation to be included in the bid, the contracting body will request documentation evidencing the beneficial ownership of the tendering companies in the event that a black flag is detected by the 'MINERVA' tool, as regulated for this purpose in ORDER HFP/55/2023, of 24 January, on systematic analysis of the risk associated with conflicts of interest in the procedures implementing the Recovery,

Transformation and Resilience Plan (PRTR).

All competing companies must provide this information in the form of a document providing proof of beneficial ownership, issued by the competent body in the relevant foreign country. The information will be stored in accordance with the regulations on the protection of personal data.

In addition to this document, bidders must complete all requested data in Annex 1.

Failure on the part of the tendering companies to submit documentation evidencing their beneficial ownership, in the manner and by the deadline indicated in the request made by the contracting body before the tenders are evaluated will be grounds for exclusion from this procedure.

In Toronto, 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),

José Luis Echaniz Cobas  
Trade Commissioner in Toronto