



AMMENDING LETTER

(Quote request)

We hereby inform bidders interested in the tender for Exp. X159-09-2025 Call for bids for the provision of space and catering for a business event in Chengdu on November 13th 2025, there has been a change in the date of the event.

Please note that due to a change on authorities agendas non-attributable to organization, the Business Summit will take place on **November 11th, 2025**.

So the requirements will be as follows:

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

- *Spaces:*

From November 8th-11th 2025

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

November 10th

- Set-up of the room for the opening session: 400 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;

November 11th

- *Room for the inauguration, for panel and for one of the sectoral workshops. Theatre type format with a stage of Davos format stage, 400 pax, from 9:00 to 12:30 h.*
- *Lunch room, from 12:30 to 14:30 h. for approx. 300 pax;*
- *One additional room for the sectoral panels/workshops to be held simultaneously, theatre format with stage with Davos format, 100 pax, from 11:30 to 12:30;*
- *One additional room for Women Entrepreneurship event, theatre format with stage with Davos format, 100 pax, all day.*
- *Room for networking, on the afternoon of the 11th from 15:00 to 17:00 for 150 pax. For B2B, the main room can be used if the location manager considers that there is time to change the format during lunch.*
- *VIP lounge style room with armchairs and low tables, for 20 people, from 07:00 to 15:00.*

Catering:

From November 8th-11th

- *Coffee in office room for approx. 10 pax;*



November 11th

- *Welcome coffee (without food) for approx. 300 pax (approx. 60 min) in the foyer of the room for the inauguration;*
- *Coffee with sweet and savory snacks for approx. 400 guests (approx. 60 min);*
- *Coffee and pastries in VIP lounge for approx. 20 pax;*
- *Buffet lunch for 300 people;*
- *Permanent coffee for B2B lounge in the foyer (from 15:00-17:00 h. approx.) for 150 pax.;*

Therefore, the proposal needs to be sent via email EXCLUSIVELY to tenders@icex.es by **OCTOBER 14TH 2025 at 9:00 a.m. (GTM+8)**. 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 .

In Beijing, 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),

Alfonso Noriega Gómez
Chief Head of the Economic and Commercial Office in Beijing