

CALL FOR A CONSTRUCTION TENDER AT THE FOLLOWING TRADE FAIR:
CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2026

The Trade Commission of the Consulate-General of Spain in Shanghai on behalf of ICEX SPAIN TRADE AND INVESTMENT, E.P.E. (hereinafter referred to as 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
CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2026	November 5 th -10 th , 2026	National Convention & Exhibition Center, Shanghai	132 sqm

Tender bidding specifications (VAT excluded). If due to the nationality of the company, taxes associated with the execution of this contract are not applicable, please indicate expressly in the tender (Document 3).

ICEX is a Spanish institution based in Spain for all purposes.

ICEX will evaluate the tenders based on the offered prices, excluding VAT.

All tenders must be submitted in EUR excluding VAT (taxes must be clearly described and separated).

Estimated surface: **132 sqm.**

The price offered shall be of maximum **84,499.80 €/sqm**; VAT excluded.

The price tendered by the bidding company for the estimate **132 sqm** of the net surface of the Pavilion may not exceed the amount of eighty-four thousand four hundred ninety-nine euros and eighty cents (**84,499.80 €**) – **640,15 €/sqm x 132 sqm** –, VAT excluded. Any quotation exceeding this amount will be dismissed.

The above total amount **84,499.80 €** has been calculated based on the occupancy estimation. The final price to be paid to the awardee company will reflect the number of sqm of booths eventually built.

The companies wishing to participate in the tender must send the documentation exclusively in digital format (PDF), ONLY to the e-mail tenders@icex.es no later than **July, 3rd, 2026, at 02:00 PM. Shanghai Time.** Proposals not submitted within the deadline will be automatically excluded.

Shanghai, on the date shown by signature.

ICEX's Board of Directors
By Delegation (Resolution of 5 March 2025
BOE [Official State Gazette] nº. 67 of 19 March 2025

María Simó Sevilla
Economic and Commercial Counsellor.
Trade Commission of Spain in Shanghai

BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION A- GENERAL TERMS AND CONDITIONS

FIRST- Object

The object of this Tender is the selection of a Contractor who shall be awarded the execution of the construction, assembly, maintenance and dismantling works concerning **CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2026** 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 Construction Company which, at its sole judgement and pursuant to the offer submitted, provides the best terms.

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If the trade fair organization decides to move the date of the show to a new date in 2026, postpone its celebration to 2027, or even cancel 2026 edition so that the show would be held in 2027, 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 the **CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2026** on those new dates.

Consequently, after signing the contract, the Awardee 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	MÁX. POINTS
<u>DOCUMENT 3: ECONOMIC OFFER AND AUTOMATIC CRITERIA</u>	30
C.1. Economic Offer /Budget (Economic Offer /Budget must be in Document 3).	30
Most economic 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
<u>DOCUMENT 2: CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</u>	70
C.2. Understanding of the design Criterion to be evaluated by means of a value judgment must be in Document 2)	8
• Correct comprehension of the project based on layouts and views provided by the bidder. (max.8 point)	MAX: 8

C.3. Quality of materials proposed. (Criterion to be evaluated by means of a value judgment <u>must be in Document 2</u>) Degree of compliance with tender specifications of all the main elements of the project, based on the samples, pictures, descriptions, and construction details provided by the bidder.		60
1. FLOORING: • Good quality for platform finishing, ensuring a neat and attractive appearance (<u>max.1 point</u>) • Nice appearance of perimeter of the platform with same finish as the platform (<u>max. 1 point</u>)	MAX: 2	
2. WALLS/FABRIC BANDS: • Quality of appearance and compliance with the requirements set out in the specifications for the overall design of the fabric bands (<u>max. 12 points</u>) • Quality of appearance and compliance with the requirements set out in the specifications for the overall design of the walls (<u>max. 2 points</u>)	MAX: 14	
3. FURNITURE: • Good quality of the furniture for the ICEX institutional information area evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 1 points</u>) • Good quality of the furniture for the restaurant evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 3 points</u>) • Good quality of the furniture for the Audiovisual from Spain area, evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 1 point</u>) • Good quality of the furniture for the Instituto Cervantes area, evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 1 point</u>) • Good quality of the furniture for the Football Stadium Experience area, evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 2 points</u>) • Good quality of the furniture for the VIP meeting area, evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 1 point</u>) • Good quality of the furniture for the Turespaña area, evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 1 point</u>)	MAX: 10	
4. PHOTO BOOTH • Good quality and overall appearance of the photo booth area evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 12 points</u>)	MAX: 12	
5. OVERHEAD SPAIN SIGNAGE: • Good visibility and overall appearance of the “Spain” signage evaluated through construction details and drawings prepared by the bidder, or photographs (<u>max. 8 points</u>)	MAX: 8	

6. GRAPHICS: • Good quality of graphics in fabric bands (<u>max. 4 points</u>) • Good quality of graphics in walls (<u>max. 1 points</u>)	MAX: 5	
7. AUDIOVISUAL: • Good quality LED of screen wall solutions with a seamless appearance, free of visible frames, borders or joints, and covering the full height of the wall.. (<u>max. 6 points</u>) • Good embedding of the tablet into the counter, ensuring an aesthetically pleasing appearance and ease of use for visitors (<u>max. 1 point</u>)	MAX: 7	
8. ELECTRICITY AND LIGHTING: • Good planification of the lighting, valued through plans or diagrams showing the number of light points, types of light, and where they are to be placed (<u>max. 1 points</u>) • Good planification of the electrical outlets, valued through plans or diagrams (<u>max. 1 point</u>)	MAX: 2	
C.4. CLEANING (Criterion to be evaluated by means of a value judgment. It must be included in Document 2.)		1
• Clear planning of cleaning tasks: timely execution, sufficient and properly trained staff, provision of a small cleaning kit for each exhibitor to allow last-minute touch-ups (<u>max. 1 point</u>)	MAX: 1	
C.5. ENVIRONMENTAL CRITERIA. (Criterion to be evaluated by means of a value judgment must be in Document 2)		1
• The proposal includes a 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-labelled products or other equivalent quality marks. Use of materials from recycling processes. (<u>max. 0.5 point</u>) • The proposal includes a description of the waste policy for deteriorated materials that will no longer be used at the fairs subject for this tender as well as proposals for reuse, recycling, destruction, etc. Reduction of waste generation. Minimize waste production and recycling. (<u>max. 0.5 point</u>)	MAX: 1	
TOTAL		100

Responses for C2 to C5, both inclusive (Document 2) will be scored as follows:

0% of allocated points	Not enough information
25% of allocated points	Almost adequate
50% of allocated points	Adequate
75% of allocated points	Very Good
100% of allocated points	Excellent

The proposals that do not reach at least 50% of points (35 points) from section C.2. to C.5. will be automatically excluded.

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 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 submitted by the bidders must include all costs associated with the construction of the pavilion and any services required within the Fair for the execution of the Contract. No supplementary or additional charges will be accepted

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 contract and, if applicable, its extension, unless express Contract thereon by the Parties.

The price tendered by the bidding company for net surface may not exceed eighty-four thousand four hundred ninety-nine euros and eighty cents (84,499.80 €) – 640,15 €/sqm x 132 sqm· VAT excluded.

Any quotation exceeding this amount will be dismissed.

This is an estimated cost; if the sqm or elements of the Pavilion vary, it will imply a variation of the cost, according to the price per Sqm.

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, audiovisuals, 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, and the necessary equipment for assembling and dismantling the Pavilion, warehousing and transport of loads within the Fair and, as previously mentioned, rental of whatever other services are required within the Fair in order to execute the Contract.

The price must include all costs associated with the construction of the pavilion and any services required within the Fair for the proper execution of the Contract, including, but not limited to, the following items. Any works, services, materials or activities that, although not expressly listed herein, are necessary for the complete and proper execution of the Pavilion shall also be deemed included in the tender price:

- **Set up, maintenance and dismantling labours**, supervisor labours, Truckage charges, disposal costs, management fees, or the production and hanging labour (installation and dismantling) of all the hanging elements if required.

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

- **Riggings** if required
- **Disposal of Waste.** The wastes from the exhibition, used materials, and all other wastes in and around the booth shall be removed by the awardee (Construction and exhibitors wastes). The expenses for the disposal work shall be borne by the awardee. This cost will be included in the tender price.
- **Water Supply and Drainage Facilities.** All piping works shall be borne by the Awardee.
- **Cleaning** of the Pavilion during assembly and dismantling periods.
- **Civil liability insurance** that covers any claims filed following personal or property damages or losses suffered by workers, exhibitors, visitors, or any other person during, or consequently, of the assembly, dressing or dismantling of the Pavilion.
- **Handling charges/drayage**
- **Electricity and Power supply.** All electrical and pipe installations work from source of supply at the exhibition (even if these works must be carried out solely by the Organiser's official Contractor). Additional connections and secondary wiring works shall be borne by the Awardee.
- **Wi-Fi** service for the entire Pavilion.

No additional extra costs will be accepted under any circumstances.

FOURTH. – Estimated Contract Value

The estimated value of the contract considers the value of the contract and the value of one (1) possible extension (the following one edition of the fair) and amendments.

According to the latter, the estimated total contract value is One hundred **eighty-five thousand eight hundred ninety-nine euros and fifty-six cents (185,899.56 EUR) excluding VAT**, which includes the following amounts:

- Main contract maximum budget: 84,499.80 €
- First extension maximum budget: 84,499.80 €
- Modifications (max. 20%): 16,899,96 €

FIFTH. - Price and payment arrangement

ICEX will satisfy the amount specified in the tender in instalments.

- The first instalment of 50% of the estimated total price is due upon signature of the contract and Contractor's presentation of the corresponding invoice.
- The second instalment corresponding to the remaining 50% of the total price agreed.

After the conclusion of the fair upon presentation of the corresponding invoice, issued euros (EUR), once the penalties, if any, have been deducted.

All payments will be made in EUR. The invoices will be paid within thirty (30) days after their presentation.

Administrative requirements for billing- Invoicing details:

- All invoices must be billed to:

ICEX España Exportación e Inversiones, E.P.E. (ICEX Spain Trade and Investment, E.P.E.)

VAT number: ES Q - 2891001F

Paseo de la Castellana 278

E-28046 Madrid (Spain)

VAT number: ES Q2891001F (ICEX is VAT registered in Spain)

- And dispatched to:
ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office
Nanjing West Road 1788 Shanghai 200040
China
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)

SIXTH. - Procedure

This briefing will be circulated to multiple Companies and will be published on the website of the Spanish Economic and Commercial Office in Shanghai ([link](#)) and also on ICEX's web ([link](#)).

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to (June, 30th), at 02:00 PM Shanghai local 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 expresses acceptance of all the points contained in this briefing.

The proposal needs to be sent via email to tenders@icex.es no later than July, 3rd, 2026 at 02:00 PM Shanghai Time. Otherwise, the rulings of the bidding process oblige to exclude your entity from continuing in the procedure.

All files should not exceed 4mb in size if sent as attachment; if files are larger, use a verified file transfer service.

The proposal must be presented in English, in electronic format as a pdf file and, where appropriate, an Excel file may be used for numbers.

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

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 (Document 3) will be opened and evaluated. **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 company 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** with their annexes 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 proof that the annual volume of business, referred to the best exercise within the last three available depending on the

dates of constitution or start of activities of the bidder and submission of offers, is equal to or greater than **84,499.80** VAT excluded.

- Mention of other construction projects in trade fairs in which they have been involved in the last three (3) years, with special skills on construction 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 Tender and its Bidding Specifications. (See [Annex 5](#))

- Document 2: **TECHNICAL DOCUMENTATION TO BE SUBMITTED**

The bidder must include the information that will enable the bids to be evaluated through the value judgment criteria.

- Plans and views, **prepared by the bidding company**, to show a proper comprehension of the project.
- Construction details, drawings, diagrams or photos **that allow the evaluation of the technical resolution** of the different elements of the project.

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. otherwise, the proposal will be automatically excluded.

- 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**

Documentation to be submitted by the bidders: **Only the price per square meter with taxes clearly separated** (please use excel file Annex 3 "Economical offer")

Economic proposal must be in Euros (EUR).

ICEX will evaluate tenders based on the offered prices, excluding VAT.

Proposals exceeding the maximum available budget of **84,499.80 € – 640,15 €/sqm x 132 sqm. VAT excluded.**, will not be considered.

[Annex 3](#) Economical Offer duly fulfilled.

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, the documentation foreseen in the schedule of these specifications ([Annex 1](#) and [Annex 2](#) only for the awardee).

EIGHTH. – Procurement Board

Appointed members of the Procurement Board for purposes of this tender will be:

President	Raúl Merchán Fernández	Economic and Commercial Attache Trade Commission of Spain in Shanghai
Substitute	Blanca Fernández Barjau	Director Promotion Tools in Foreign Markets
Member	Diana Vázquez Caneda	Head of Department Promotion Tools in Foreign Markets
Substitute	Luis Mayoral Gabaldón	Director of Creative Industries
Secretary	Pedro Patiño Segura	Deputy director of Procurement
Substitute	M ^a Elena Menéndez Fombona	Member of the Procurement Department

NINTH. - 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 the contract signed with the Awardee for a maximum of the following edition (1) of the Trade Fair 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.

TENTH. – 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 stand, the inclusion of elements that reinforce the signage, 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.

ELEVENTH. - Force Majeure or restrictions imposed by the Fair Ground Authorities

The successful Awardee of the tender and ICEX will not be responsible for the damages and losses caused to the other party for delays or breaches of the 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 2027, either party will be entitled to request the termination of the contract without having to indemnify the other party for it.

TWELFTH. - Cancellation or postponement of the fair

In the event that the Tradeshow is not held in 2026 or 2027, or the Pavilion is cancelled in 2026 and 2027, ICEX shall solely satisfy the expenses incurred by the Contractor as from the date of award of this contract (and in connection with the same) until the date of formal notice of this circumstance by ICEX. In order to be reimbursed, the Contractor 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.

THIRTEENTH. -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: shanghai@comercio.mineco.es

All construction, assembly and dismantling work, in connection with the Pavilion, must be completed twelve (12) hours before the trade fair opening at latest, except in the event of force majeure or restrictions imposed

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

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 comply with the technical specifications set out in **Section B – Technical Specifications**, using adequate materials/furniture and finish; 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 as the instructions given by ICEX or its representatives at the trade fair.

FOURTEENTH. - 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 construction, assembly 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 construction, assembly or dismantling of the Pavilion. All costs arising from these items must be included in tenderer'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 two (2) members 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.

FIFTEENTH. – 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.

SIXTEENTH. - 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.

SEVENTEENTH. - 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.

EIGHTEENTH. – 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 (12 hours before each one of the Trade fair Openings) shall entail a 4% penalty on the total amount of the Contract for each of the first three (3) hours or fraction of an hour, with an additional 10% surcharge from the fourth to the sixth hour. Should the delay exceed six (6) 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 Pavilion maintenance and deficiencies during the fair

ICEX may impose penalties if the execution of the Pavilion maintenance work during the duration of the fair is not carried out properly and within a reasonable period of time to guarantee the normal functioning of the Pavilion; The amount will be set in proportion to the damages caused by the delay and/or poor execution of the work, after hearing the Contractor and by agreement of the contracting authority.

Likewise, ICEX may establish penalties for damages caused during the days of the fair resulting from the use of inappropriate materials, materials not approved by the fair regulations, due to defects in the installation of constituent parts of the stand, which will also be assessed the implications for ICEX or third parties may arise from omissions, errors, inadequate methods or incorrect conclusions in the execution of the contract. The successful bidder must carry out the correction of defective or incorrect work at his own expense. Penalties will be calculated in proportion to the damages caused, after hearing the Contractor and by agreement of the contracting body.

The higher penalties for these concepts will be the following:

- Due to deficiencies in maintenance work during the days of the fair, it may be up to 10% of the contract price.
- Deficiencies in the pavilion, as set out above, that appear during the days of the fair, up to 10% of the contract price.

18.3 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.

Any dismantling delay on the agreed schedule by the Fair Ground Regulations shall entail a 4% penalty on the total amount of the Agreement for each of the first sixth hour. Should the delay exceed six (6) hours, ICEX shall study the appropriate penalty thereon, which in no event shall be less than 10% of the aggregate consideration for the Contract.

NINETEENTH. – Termination

ICEX is entitled to terminate the 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.

TWENTIETH. - Applicable legislation

Construction 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-FIRST. – 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 China.

SECTION B - TECHNICAL SPECIFICATIONS

This Section B – Technical Specifications forms an integral part of the Tender and shall be interpreted in accordance with the General Terms and Conditions set out in Section A.

SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
CHINA INTERNATIONAL IMPORT EXPO (CIE) 2026	November 5 th -10 th , 2026	National Convention & Exhibition Center, Shanghai	132 sqm

The bidder must submit a proposal fitted to the design provided.

The awardee shall be responsible for compliance with all technical regulations established by the trade fair organization and the convention center, and for submitting the layouts for approval, as well as for paying the deposits required by the organizers to authorize the works at the exhibition hall. All these costs must be included in the tender price.

The plans attached are only indicative. The project described in this document may be modified in order to adapt to the specific circumstances of the event and the needs of the exhibitors. Any such modifications shall be carried out at no additional cost.

The dimensions of the different project elements have been calculated based on the sector's functional needs, project coherence, and prevailing market manufacturing standards. However, bidders may propose slight adjustments to some of the dimensions if this would help reduce the overall cost of their offer. If any such modifications are proposed, they must be clearly indicated in the bid and reflected in the submitted plans.

The tender should include in the technical documentation:

- Plans and views, prepared by the bidding company, to show a proper comprehension of the project.
- Construction details, drawings, diagrams or photos that allow the evaluation of the technical resolution of the different elements of the project.
- Photos and detailed information (measurements, finishes and technical specifications) of the proposed furniture, lighting and audiovisual elements.

Any photos included in the tender submission must depict real products, installations or solutions that the tenderer can supply or has previously delivered. AI-generated photos are not permitted. This affects only to photographs, renders and 3D visualizations are allowed

Furthermore, the contractor 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:

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GENERAL DESIGN CONCEPT

The stand design is conceived as an immersive visitor journey inspired by the concepts “Visit Spain” and “Leisure in Spain”. The overall layout encourages visitors to move naturally through the stand from one end to the other, discovering the different thematic areas along the route.

Each area will be identified and defined through large, suspended textile banners or fabric bands extending from a truss suspended from the exhibition hall ceiling down to the stand floor. These textile elements will incorporate graphics and signage indicating the identity and content of each area, while also helping to visually organize and structure the space.

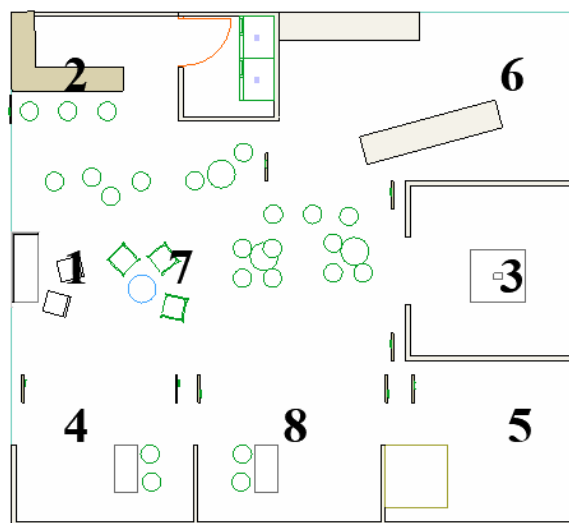
The design described below is not final and the floor layout may change during the development of the project. However, the offer must include, at a minimum, all equipment and elements specified for each area.

1. PROGRAM

At the **China International Import Expo (CIIE)** fair, the Spanish participation is organized within a Spanish Pavilion managed by ICEX.

The pavilion is organized around a single island space measuring 11 m x 12 m (132 m²) and includes the following areas for different participating entities (exhibitors):

- 1.1. **ICEX institutional information area**
- 1.2. **Restaurants from Spain**
- 1.3. **Audiovisual from Spain**
- 1.4. **Instituto Cervantes**
- 1.5. **Football Stadium Experience**
- 1.6. **Photo booth**
- 1.7. **VIP meeting area**
- 1.8. **Turespaña**



Possible floor plan for reference only, final layout may vary.

1.1 ICEX institutional information area

The ICEX information area shall have at least:

- One (1) ICEX information counter including internal storage space with lockable access and internal shelving for promotional material and leaflets approx. 150 cm (L) x 70 cm (W) x 75 cm (H)] with monochrome ICEX logos in cut vinyl. Aluminum modular systems will not be accepted. The counter shall include one internal double power socket with a minimum capacity of 500W.
- Four (4) white stools
- One (1) waste bin.
- One (1) laptop, with Wi-Fi and connection for the computer equipment
- One (1) Ipad for use of the visitors, well concealed on the counter
- **Three (3) LED walls**, approximately 300 x 300 cm. ICEX will provide the contractor with the videos to be mounted on a carousel
- Graphics with ICEX corporate image. The Spanish pavilions are identified with logos that identify them with Spain. The area destined for reception/institutional area will have a guide panel reflecting the distribution of the different participating entities, guaranteeing their correct location and the logos FEDER, ICEX and the E España logo. The company awarded the contract will have to comply with the information and publicity measures and the instructions for the application of the European Union emblem.
- One (1) storage room to accommodate:
 - Small fridge A+ in energy consumption and 24hrs power socket.
 - Coffee machine with capsules (50 per day), milk (50 individual capsules/day) and teaspoons (50 per day).
 - Water fountain with jerry can refill (2 refills per day).
 - Shelving with 5 shelves
 - 500 W power sockets
 - Wall-mounted coat and bag racks.
 - Cleaning set with paper towels and cleaning liquids.

1.2 Restaurants from Spain

Restaurants from Spain Certification Program recognizes and supports restaurant initiatives around the globe focused on authentic cuisine and produce from Spain. The restaurant area will provide a simple menu adapted to different times of the day, with products accessible via QR codes.

- Storage & preparation room.
 - One (1) lockable door
 - 6 Reinforced shelves.
 - 2 wall Clothes racks.
 - 2 lockable cupboards.
 - 2 large trash cans
 - Plumbing. Double Sink/water connection/drainage (only if required by the venue regulations)
 - One (1) working countertop.
 - Electrical connections for all the devices.
 - Electrical devices:
 - 1 king size Fridge/Freezer
 - 1 Microwave oven.
 - 1 Electrical oven.
 - 5 portable Induction Cooktops
 - 1 Extractor hood (only if required by the venue regulations)
 - 1 electrical water heater
- Open area
 - Low walls

Low walls on the sides facing the aisles to control access to the area. Translucent material with institutional logos and graphics decorating (vinyl stickers).
 - Furniture
 - 1 LED wall 3m x 150 cm approx.
 - Six (6) high tables
 - 25-30 high white chairs
 - Tablecloths for all the tables mentioned.

The bidder assumes the assembly and commissioning of all equipment and devices, as well as the cleaning

- Graphics

All walls of this area will be fully covered by graphics.
- Cleaning

Cleaning will be provided throughout the entire day, every day of the fair, with a dedicated team responsible for maintaining the area in optimal condition. This will also include cleaning the restaurant after each meal, as there is no water supply in the stand and therefore no dishwasher available. The contractor will be fully responsible for the cleaning and upkeep of the restaurant area.

1.3 Audiovisual from Spain

Created by ICEX to bring together Spanish companies in the film, television, animation, video games and extended reality content sectors, the Audiovisual from Spain umbrella brand seeks to promote talent and content within the sector internationally at major trade fairs around the world.

The Audiovisual from Spain space will include a screening room with two rows of seating and four LED walls to project four short films. The audio will be provided through wired headphones, securely fixed to the installation to prevent removal, ensuring that the films can be heard without interference between them. It shall include:

- Four (4) walls
- Twelve (12) seats
- Twelve (12) fixed headphones attached to the seats, and
- Four (4) walls fully covered with graphics

1.4 Instituto Cervantes

This space will accommodate the Instituto Cervantes, a public institution of the Government of Spain responsible for promoting the Spanish language and culture worldwide.

It shall include:

- One (1) counter
- Two (2) LED walls
- Four (4) low seating units
- One (1) meeting table with 4 chairs
- One (1) shelf for books and magazines
- Three (3) walls fully covered with graphics
- One (1) podium of 100cm. x 100 cm. x 100cm.
- Any auxiliary element that is needed for the exhibition of their material.
- Electrical connections /sockets:
 - 1 Standard double socket/500Watts within the exhibition area.
 - 1 x 24hrs/ 500Watts socket within the storeroom if necessary.
- Lettering, booth number & logo:
 - 1 Company name in black/red vinyl cut-out typography Helvetica Neue in capital letters. Location: booth's Backwall top.
 - 1 Stand number. Location: Top of backwalls.
 - Exhibitor's logos 35x35cm (1.15 x 1.15 feet) cm vinyl cut-out.
 - Location: Top of backwalls and show cases fronts.
 - QR code. The image of the QR code of each company and also the Economic and Commercial office will also be included in the desks.

1.5 Football Stadium Experience

Football Stadium Experience – LaLiga is an immersive space that recreates the experience of a LaLiga football stadium, allowing visitors to feel the atmosphere of a match in an interactive way. It shall include:

- One (1) counter
- Two (2) LED walls
- Four (4) low seating units
- One (1) meeting table with 4 chairs
- Three (3) walls fully covered with graphics
- Electrical connections /sockets:1 Standard double socket/500Watts within the exhibition area.
- Twenty (20) mannequins for display football shirts
- One (1) podium of sufficient dimensions to hold the mannequins as in the image below:

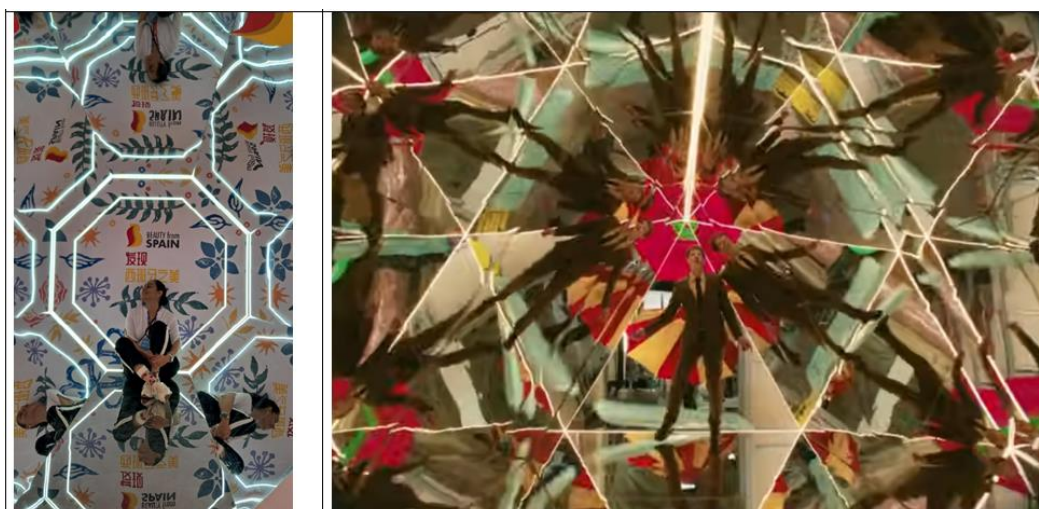


1.6 Photo booth

The photo booth area invites guests to step inside and pose for their photos, individually, with friends, or with fellow attendees.

It is a mirror-based photo booth that reflects and multiplies the visitor's image into infinity, creating a kaleidoscopic effect in which the person becomes immersed within a continuous, fragmented reflection of themselves.

The backdrop will have graphics of Spain, along with the event's logo, reflecting the theme of the event. Strategically positioned lights must illuminate the area, ensuring that every photograph is well-lit and professional-looking.



Aspects to be assessed in the criteria table:

- Good quality and overall appearance of the photo booth area evaluated through construction details and drawings prepared by the bidder, or photographs (max. 12 points)

1.7 VIP Meeting Area

The stand shall include a dedicated meeting area intended for hosting VIP visitors. This space shall be slightly separated from the main circulation areas to provide a quieter and more private environment and shall include elegant furniture such as comfortable sofas, a low table, and ambient lighting to create a welcoming atmosphere.

The area should be protected as much as possible from exhibition hall noise and preferably located close to the kitchen or catering area to facilitate coffee and beverage service.

It will be highly valued the good quality of the furniture, ensuring elegant and comfortable solutions good quality of the proposed solution for the acoustic separation from the rest of the stand.

1.8 Turespaña

The space assigned to Turespaña, the Spanish public body responsible for promoting Spain as a tourist destination abroad, shall include:

- One (1) counter
- One (1) LED wall
- Four (4) low seating units
- One (1) meeting table with 4 chairs
- Three (3) walls fully covered with graphics
- Electrical connections /sockets: 1 Standard double socket/500Watts within the exhibition area.

2 DESIGN AND MATERIALS

The space is organised with large, suspended textile banners descending from a ceiling truss to the wooden platform, defining and separating the different areas while maintaining visual continuity. Each banner includes graphics and signage to identify zones, structure the layout, and guide visitor orientation. Within each area, wooden partition walls, furniture, and audiovisual elements are integrated to support the different functions

2.1 Flooring

Wooden floor white finish, edges finished in white. Ramps to allow access to the stand must be added to the platform where needed.



Example of wooden floor white finish

In order to protect the floor materials, visqueen or similar cover should be installed over them prior to installation of the exhibits. Works to remove the cover before the opening 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.

Aspects to be assessed in the criteria table:

- Good quality for platform finishing, ensuring a neat and attractive appearance (max.1 point)
- Nice appearance of perimeter of the platform with same finish as the platform (max. 1 point).

2.2 Structure and walls



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

Schematic design image. Final materials, graphics, and details to be developed.

Truss

A truss system shall be provided, of sufficient size to support all the fabric bands defined in the design. In addition to the fabric elements, the truss shall also accommodate lighting fixtures to provide general illumination across all areas of the stand.

The truss shall be installed at the maximum height permitted by the exhibition hall regulations.

Fabric bands

The fabric bands are large textile panels fixed at the top to the ceiling truss and at the bottom to the wooden platform floor, ensuring they are stable and properly tensioned. They must be made of a semi-translucent material so that the printed graphics are clearly visible, while still allowing light and some transparency through the fabric. Special value will be given to the texture of the fabric, which should not be a standard banner material, but a delicate textile with a transparent or semi-translucent quality, suitable for high-quality graphic printing.

Approx. 60 cm wide.

The bands include printed graphics (Please refer to the “GRAPHICS” section)

Walls

To create each of the areas, wooden panel walls may be required. These walls will generally have a height of 300 cm. However, in many areas they may be reduced to lower heights, around 1 m, or incorporate openings and windows to allow visibility into the interior spaces.

Walls should have a continuous look, without visible joints or creases. The use of aluminum modular structures or equivalent systems that are visible will not be allowed. Solutions based on their use as a structural system will be allowed provided that the surface finishes completely hide them.



EXAMPLE of NOT ACCEPTED: modular system with visible joint elements



EXAMPLE: A continuous look should be achieved without any spaces between the wooden boards

Some walls might be covered with graphics (Please refer to the “GRAPHICS” section)

Aspects to be assessed in the criteria table:

- Quality of appearance and compliance with the requirements set out in the specifications for the overall design of the fabric bands (max. 12 points)

- Quality of appearance and compliance with the requirements set out in the specifications for the overall design of the walls (max. 2 points)

2.3 Overhead's Spain signage

The Spain pavilion will be identified at height, above the stand level.

The "Spain" signage must be clearly visible at the highest point of the stand. It will be suspended from and fixed to the truss structure. It should be made using the same type of translucent textile material as the graphic banners but designed to stand out clearly from them through its size, composition, and visual treatment.

Aspects to be assessed in the criteria table:

- Good visibility and overall appearance of the "Spain" signage evaluated through construction details and drawings prepared by the bidder, or photographs (max. 8 points)

2.4 Graphics

In addition to the supply of all graphic elements described in these specifications, the successful bidder must compose the final artwork for the institutional graphics according to the indications and logos provided by ICEX, and will also be responsible for their production and installation.

The contractor will be responsible for the graphic design of the participating entities, including the overall composition, visual layout, and image development. This includes the integration of logos, slogans, communication campaign elements, and all required graphic content. The contractor must also prepare the final print-ready artwork files for production. ICEX will provide the contractor with available logo files, slogans, and campaign materials. However, for some areas there may be no existing content, in which case the contractor will be responsible for developing the required graphic content.

- ❖ *GRAPHIC DESIGN. The successful bidder shall carry out all graphic design work required, based on the information provided by ICEX (logos, slogans, lists of participants, etc.), including the design and preparation of final artwork for production*

Aspects to be assessed in the criteria table:

- Good quality of graphics in fabric bands (max. 4 points)
- Good quality of graphics in walls (max. 1 points)

2.5 Audiovisual equipment

The audiovisual equipment for each area should follow the general design criteria described throughout this document.

- ❖ *VIDEO CONTENT. The contractor may be required to produce audiovisual content for display on the stand walls, using materials provided by ICEX. However, this may not be necessary, as ICEX already has produced videos for each area*

LED wallswalls

Where LED walls are required, they shall be implemented as full-height LED walls. The visible surface must consist entirely of LED panels, rather than conventional displays fixed onto a wall.

The contractor shall provide all necessary equipment required for the display of content on the LED walls. It is necessary to include a description of technical requirements such as panel size, pixel pitch, ease of assembly, and operating time of all LED walls described in these technical specifications. The proposal must also include the technical support needed for the correct functioning of the walls throughout the show.

Tablet placed in ICEX counter with Internet connection

Tablet placed in ICEX counter with Internet connection for visitors to search in the web

The supply, installation and maintenance of the audiovisual equipment requested during the fair shall be included. All plugs and wiring necessary for the correct installation of the equipment shall be included. All wiring shall be concealed.

Aspects to be assessed in the criteria table:

- Good quality LED of screen wall solutions with a seamless appearance, free of visible frames, borders or joints, and covering the full height of the wall. (max. 6 points)
- Good embedding of the tablet into the counter, ensuring an aesthetically pleasing appearance and ease of use for visitors (max. 1 point)

2.6 Furniture

The furniture for each area should follow the general design criteria described throughout this document.

The removal of any item of equipment and/or furniture that, due to dirt or deterioration, does not meet the appropriate conditions of presence and/or use may be required. The company awarded the contract shall have sufficient elements on site to be able to replace them in such an eventuality, as well as to supply additional elements requested during assembly.

Aspects to be assessed in the criteria table:

- Good quality of the furniture for the ICEX institutional information area evaluated through construction details and drawings prepared by the bidder, or photographs (max. 1 points)
- Good quality of the furniture for the restaurant evaluated through construction details and drawings prepared by the bidder, or photographs (max. 3 points)
- Good quality of the furniture for the Audiovisual from Spain area, evaluated through construction details and drawings prepared by the bidder, or photographs (max. 1 point)
- Good quality of the furniture for the Instituto Cervantes area, evaluated through construction details and drawings prepared by the bidder, or photographs (max. 1 point)
- Good quality of the furniture for the Football Stadium Experience area, evaluated through construction details and drawings prepared by the bidder, or photographs (max. 2 points)
- Good quality of the furniture for the VIP meeting area, evaluated through construction details and drawings prepared by the bidder, or photographs (max. 1 point)

- Good quality of the furniture for the Turespaña area, evaluated through construction details and drawings prepared by the bidder, or photographs (max. 1 point)

2.7 Electricity and lighting

General lighting.

The truss shall accommodate lighting fixtures to provide adequate general illumination across all areas of the stand.

In addition to the lighting provided from the truss, supplementary lighting at wall height may also be required in certain areas.

The entire installation must comply with the regulations dictated in this respect by the fair authorities, and the successful bidder shall submit all documentation requested for this purpose. Prior to each assembly, the company awarded the contract will check the suitability of the electrical installation with the fair's technical supervisors. The successful bidder shall be responsible and liable for the complete electrical installation from the point of supply, including luminaires, sockets, light points and labor, as well as for contracting the necessary power and paying for the total consumption invoiced. Accordingly, all costs related to electricity and lighting shall be included in the bid, including the additional power required.

Likewise, when required, there will be specific accessible compartments for the electrical panels and cabinets. These cabinets must be fully integrated into the design and aesthetics of the pavilion and must be freely accessible to the fair organization.

Lighting equipment must be sufficiently protected for use in the country of assembly and must always comply with the technical regulations of the trade fair organization.

All the necessary spotlights for general lighting shall be included, which shall guarantee 1000 lx of homogeneous white illumination for the product on display and at least 500 lux of homogeneous white illumination on the work surface. Additional spotlights will be installed free of charge in case reinforcement lighting is required.

Solutions involving exposed wiring will not be permitted. All the plugs that are visible will be recessed, not admitting the use of power strips.

Aspects to be assessed in the criteria table:

- Good planification of the lighting, valued through plans or diagrams showing the number of light points, types of light, and where they are to be placed (max. 1 points)
- Good planification of the electrical outlets, valued through plans or diagrams (max. 1 point)

2.8 WIFI service for the Pavilion

The Contractor will be in charge of taking the provision and installation of WIFI service for the entire pavilion. Labour to install and connect WIFI service must be included in the tender along with the cost-of-service provision. The description of that service (including Wifi routers units and range) will be necessary.

2.9 Others

2.9.1 Project Approval and Permits

The Awardee will be responsible for managing and arranging with the fair all necessary permits for the execution of the stand and for compliance with the fair's regulations, both technical and regarding safety and fire protection.

If requested, the Awardee must provide the fair organizers with the necessary plans to ensure understanding and **approval of the project**, and cover any **costs**, deposits or fees required as a prerequisite for authorizing the work within the exhibition venue.

2.9.2 Production

The tasks to be carried out by the Awardee also include communication of the project to the participating entities and its adaptation to their specific needs. These requirements will be minor (such as removing shelves or adding extras, subject to additional cost, like audiovisual equipment, graphics, or lighting, etc.) and must not alter the original stand design. Any such adaptations must be approved by ICEX.

The Awardee must adapt to the stand design and submit the final plans to each participating entity for their approval.

2.9.3 Assembly

The Awardee must appoint a representative to act as ICEX's point of contact and serve as the Project Manager. This person will coordinate the requirements of the exhibitors, ICEX, and the fair venue during both the production and assembly phases.

This same person must be physically present at the fair to oversee the on-site assembly of the pavilion.

2.9.4 Cleaning

This will also include cleaning the restaurant after each meal, as there is no water supply in the stand and therefore no dishwasher available. The contractor will be fully responsible for the cleaning and upkeep of the restaurant area.

The pavilion must be handed over 24 hours before the official opening. Stands must be delivered fully clean so that exhibitors can begin setting up their products upon arrival.

The pavilion will be considered delivered only if the stands are completely clean—not only floors and furniture, but also the inside of showcases and shelf surfaces—so that exhibitors can place their products on clean surfaces. The interior of the storage rooms must also be clean for storing merchandise boxes.

If this requirement is not met within the established timeframe (24 hours before the opening), the penalties specified in the Specific Terms and Conditions will apply.

The Awardee must provide sufficient in-house staff to carry out this task in advance. Additionally, cleaning personnel must be present in all halls where pavilion stands are located to perform necessary touch-ups during the day before and the morning of the opening.

Since the fair's cleaning service is often saturated on the day before and the morning of the opening, the Awardee may not rely entirely on them for all cleaning tasks. It is essential that the Awardee assigns its own cleaning staff as deemed necessary. Based on ICEX's experience in previous editions, it is recommended to have a minimum of two (2) people available at least 48 hours before exhibitors arrive (i.e., 72 hours before the opening), equipped with the necessary cleaning supplies to clean the stands as they are completed—regardless of any parallel final post-construction cleaning services contracted with the fair.

The stands must be absolutely clean:

- When the exhibitor arrives to set up their product, 24 hours before the opening, they can place it in clean storage areas, showcases, and on shelves.

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

- After product placement, the stands typically get dusty again due to airborne particles. Therefore, a second round of cleaning is required so that the stands are clean on opening day—at least one hour before the official opening—allowing exhibitors to make last-minute adjustments on clean surfaces.

Failure to deliver the stands clean (floors, showcases, and furniture) 24 hours before the fair opening will result in a penalty.

ICEX will arrange for a general pavilion cleaning with the fair for the days following the opening.

The following will be highly valued in this section (max. 1 point):

- Clear planning of cleaning tasks: timely execution, sufficient and properly trained staff, provision of a small cleaning kit for each exhibitor to allow last-minute touch-ups (max. 1 point)

2.9.5 Final Handover

The assembly and decoration of work must be completed 24 hours before the official opening, unless otherwise restricted by the exhibition venue. The final day should be reserved for cleaning and exhibitor assistance.

The Spain Pavilion must be delivered completely clean, with all associated costs covered by the awarded company.

2.9.6 Dismantling

The dismantling, waste management, and any other formalities or fees associated with the scope of work in this tender will be the responsibility of the awarded company. The dismantling must be completed within the deadlines and conditions established by the exhibition venue.

2.9.7 Maintenance

The Awardee must provide maintenance service for the Spain Pavilion throughout the entire duration of the fair. This service must be performed by one or more individuals capable of resolving any type of incident.

These personnel must be physically present at the fair for its full duration and be able to communicate in either Spanish or English.

The Awardee must build the Spain Pavilion in such a way that any potential issue can be resolved by the on-site maintenance team. Therefore, it is advisable to consider the pavilion's conditions and apply a rationalized construction system that allows repairs within a maximum of 12 hours from notification.

2.9.8 Photographic dossier of the Pavilion

The Awardee must provide a final photographic dossier of the pavilion ONLY IN DIGITAL FORMAT. This dossier must include at least general views of the islands, as well as detailed images of the design, stands, and institutional area, with special attention to the visibility of logos.

2.9.9 Additional Information

The Awardee will be required to comply with any instructions, corrections, and modifications issued by ICEX, both during the project phase and throughout the preparation and construction of the pavilion.

The Awardee must also work jointly and in coordination with the ICEX team.

ICEX reserves the right to inspect and monitor the quality of the finishes and the manufacturing process of all materials to be used in the construction of the pavilion, as many times as deemed necessary. The Awardee must comply with any directives issued by ICEX as a result of these inspections.

The more detailed and well-defined the proposal, the better the technical criteria can be evaluated. Similarly, any aspects not sufficiently explained may not be fully assessed.

2.9.10 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 placed 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

The following will be highly valued in this section (max. 1 point):

- The proposal includes a 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-labelled products or other equivalent quality marks. Use of materials from recycling processes. (max. 0.5 point)
- The proposal includes a description of the waste policy for deteriorated materials that will no longer be used at the fairs subject for this tender as well as proposals for reuse, recycling, destruction, etc. Reduction of waste generation. Minimize waste production and recycling. (max. 0.5 point)

The more detailed and specific the tender is, the easier it will be to assess the technical criteria. Likewise, aspects that are not sufficiently explained cannot be assessed to their full extent.

ANNEXES

ANNEX 1 – Legal Documentation to be Submitted

Documentation to be submitted [only by the bidders](#):

- Certificate of Public Liability insurance or a third part risk coverage as per Clause Fourteenth 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 [only by the successful bidder](#):

- The successful bidder shall submit, fifteen (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.

ANNEX 3 – Economical Offer

Documentation to be submitted by the [bidders](#). **Duly fulfilled to be included in the bid.**

ANNEX 4 – CHINA INTERNATIONAL IMPORT EXPO (CIIE) 2026 Spain'S Design Guidelines

Layout plans are only indicative. A final layout will be sent, if necessary, to the successful bidder in good time before the dates of the Show.

ANNEX 5 – Letter of acceptance signed

Documentation to be submitted by the bidders. **Duly fulfilled to be included in the bid.**