

REQUEST FOR QUOTATION SPANISH DELEGATION AT VIVATECH 2026 (Paris_058-05-2026)

We would be grateful if you could submit a full quotation for the planning, designing and implementing of a detailed **agenda of technical content for a one-day ecosystem immersion mission addressed to a Spanish delegation** composed of:

- (i) general ecosystem players,
- (ii) scaleups, and
- (iii) investors.

The mission's goal is to explore the Paris technology and innovation ecosystem on Tuesday, June 16th 2026, the day before VivaTech 2026, which will be held in Paris from June 17th – 20th 2026. The quotation must include working visits and agendas for the Spanish delegation.

Spain's participation in VivaTech 2026 is ICEX's main international promotion initiative for the Spanish entrepreneurial ecosystem in 2026. The delegation is expected to include between 50 and 70 participants, with start-ups, scaleups, venture capital funds, corporations, and regional hubs.

In this context, we wish to complement the participation in the fair with immersion itineraries in the Paris technology ecosystem. This will maximize the delegation's impact through qualified meetings with investors, corporations, accelerators and other relevant actors in the French ecosystem.

The aim is to support the internationalization of Spanish participants and to strengthen their access to French innovation and investment networks. The service must therefore include the organization of **three separate itineraries for the three participant profiles** listed above (-i-, -ii-, -iii-). The purpose is to:

- a) generate business and investment opportunities;
- b) strengthen the visibility of the Spanish entrepreneurial ecosystem in France; and
- c) obtain quality contacts.

The immersion day will take place on **Tuesday, June 16th 2026**. The scope of each itinerary is described below.



(i) **Itinerary 1 – General Ecosystem Itinerary addressed to Spanish general ecosystem players such as startups, SME’s, regional hubs etc.**

Target: To provide a broad overview of the Paris innovation ecosystem and generate strategic contacts for startups, corporations, regional hubs and other Spanish actors participating in this itinerary.

Requirements for Itinerary 1:

- Identification of organizations that may inspire participants and create opportunities for technological or business cooperation, as well as organizing visits and meetings with the identified actors of the Paris technology ecosystem: innovation hubs, incubators, accelerators, startups, technology corporations and public institutions.
- Organization of networking spaces between Spanish participants and host organizations.
- The agenda should include sessions presenting the local ecosystem and opportunities for cooperation with French actors.

(ii) **Itinerary 2 – Investment Funds Itinerary addressed to Spanish VC, CVC**

Target: To facilitate exchanges between Spanish investment funds and the French venture capital ecosystem, in order to bring about co-investment opportunities and cooperation in cross-border operations.

Requirements for Itinerary 2:

- Identification of investors and organizations specialized in technology and growth-stage startups, especially in sectors such as deeptech, artificial intelligence, aerospace, defence and similar fields.
- Organization of 1-to-1 meetings with French venture capital funds, investment platforms and other relevant French innovation and finance actors aimed at exploring co-investment opportunities.
- The agenda should include, where relevant, institutional actors or French associations from the VC ecosystem.



(iii) Itinerary 3 – Scaleups Itinerary addressed to Spanish scaleups

Target: To facilitate access to corporations, potential customers, technology partners, and investors within the French ecosystem.

Requirements for Itinerary 3:

- Identification of organizations and counterparts that can facilitate access into the French market or actors that may allow scaling within Europe.
- Organization of 1-to-1 visits and meetings with corporations and large innovative companies, especially those running open innovation programmes.
- Identification of opportunities for technological, commercial or pilot cooperation.
- The agenda should include innovation hubs and accelerators specialized in scaleups.

The activities included in each itinerary must follow a **practical and results-oriented approach**. Regarding itineraries 2 and 3, the proposed visits and meetings must not be limited to purely institutional or inspirational encounters. They must be designed to create **real value** for participating entities. The overall goal is that meetings materialize into **future opportunities** between the Spanish participants and actors in the French ecosystem.

The contracted company must be specialized in the Paris and French technology and innovation ecosystem. To be familiar with the Spanish technology and innovation ecosystem will be welcome. The Spanish delegation attending VivaTech will have a multi-sectorial approach, covering areas such as deeptech, artificial intelligence, aerospace, defence and other technological fields linked to strategic sovereignty.

In addition, no later than two weeks after the fair, the successful bidder must provide a list including the name, position and contact details of each local counterpart met during the programme; and a file containing all presentations.

As the list of Spanish companies will be finalized by late April, the final agenda must be submitted **at least two (2) weeks before the business trip**. This agenda cannot be subject to changes except for cases of force majeure duly confirmed by ICEX. In the event of cancellation of any meeting by the French counterpart, the successful bidder must propose an alternative counterpart of interest to the delegation.

Could we therefore ask you to kindly send us a quotation based on the following requirements:



Bidders:

- Minimum experience of at least three (3) similar projects within the last three (3) years, consisting of organizing working agendas for actors from the technology and innovation ecosystem in Paris.

Team:

- At least one (1) team member must have more than three (3) years of experience in the France/Paris technology and innovation ecosystem, working with Spanish or with international technology companies, and experience in accelerators, incubators, innovation hubs or open innovation processes involving international companies in Paris.

The tender must specify the roles of the team members assigned to this project.

In addition, an anonymized curriculum vitae (CV) for each team member must be included in the proposal.

The company must appoint a contact person who is informed about all aspects of the contract, including administrative matters, and who maintains direct and continuous communication with ICEX, represented by the Economic and Commercial Office of the Spanish Embassy in Paris.

The bids will be evaluated using the criteria and weightings set out below:

| CRITERIA | MAX. POINTS |
|---|-------------|
| <p><u>FINANCIAL PROPOSAL:</u></p> <p>Price scoring will be applied as follows, provided that the bid is not considered disproportionate or abnormal:</p> <ul style="list-style-type: none"> - The bidder offering the lowest price will receive the maximum score. - The remaining bids will be scored proportionally. - All bids will be compared on an equal basis. | 40 |
| <p><u>TECHNICAL PROPOSAL:</u></p> <p>1. Evaluation of the proposed agenda of sessions in terms of quality of visits and meetings with counterparts from the Paris technological and innovative ecosystem (maximum 25 points). In this sense, it will be scored:</p> <ul style="list-style-type: none"> o The quality of the counterparts (maximum 10 points). | |



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| <ul style="list-style-type: none"> ○ The quality of the sessions, for example a “founders’ breakfast”, “pitching sessions with VCs” or similar will be considered as high quality. Quality must be duly explained by the bidder (maximum 10 points). ○ The number of activities proposed among the three itineraries. These activities could be networking events, presentations, visits, sessions, etc. (maximum 5 points): <ul style="list-style-type: none"> ▪ More than 12 activities will score 5 points. ▪ 12 activities will score 4,5 points. ▪ 11 activities will score 4 points. ▪ 10 activities will score 3,5 points. ▪ 9 activities will score 3 points. ▪ 8 activities will score 2,5 points. ▪ 7 activities will score 2,0 points. ▪ 6 activities will score 0 points. ▪ <u>Less than 6 activities will be excluded.</u> 2. The proposed agendas should be suited to the interest and different profiles of the companies making up the Spanish delegation, mainly startups, SME’s, scaleups and regional hubs, but also investors, technological centres... (maximum 10 points) 3. The proposed agendas should be also suited to the different sectors/tech verticals the Spanish companies belong to, mainly: deeptech, artificial intelligence, aerospace, defence, and other technological fields related to strategic sovereignty. (maximum 10 points) 4. In addition to the activities proposed during the ecosystem immersion day, bidders may propose additional meetings of interest for members of the Spanish delegation during the days of VivaTech, that might be held in the Pavillion of Spain. These meetings may include gatherings of general interest for the whole delegation, as well as meetings tailored to the specific interests or profiles of particular participants (startups, scaleups, investors or other ecosystem actors). Proposals that include the identification and organization of relevant meetings or networking opportunities during the event days will be positively assessed. (maximum 5 points) <p><u>Tenders which do not score at least 25 points out of a possible 50 points will be automatically excluded from the tender.</u></p> | <p>50</p> |
| <p><u>TEAM</u></p> <ul style="list-style-type: none"> - Experience of at least one team member, demonstrated through their CV, of more than three (3) years in the technology and innovation ecosystem in France/Paris, working with international technology companies and with experience in accelerators, incubators, innovation hubs, or open innovation processes involving international companies (maximum 5 points). Points for this criterion shall be allocated as follows: | <p>10</p> |



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| <ul style="list-style-type: none"> ○ For each additional year of experience beyond the minimum required, one (1) point will be awarded, up to a maximum of five (5) points. The maximum score will be awarded for eight (8) or more years of experience. - Letters or e-mails of recommendation to the team/company from French companies or organisations working or having worked with the offering company/consultant within the last 5 years and belonging to the recommended sectors (maximum 5 points). The points for this criterion shall be allocated as follows: <ul style="list-style-type: none"> ○ For each letter, 1 point will be allocated up to 5 letters. | |
| TOTAL | 100 |

The successful bidder will provide the logistics and materials necessary to carry out the activity, as well as the team of professionals needed for its implementation and any other need (i.e. logistic and travel expenses: breakfast/lunch service, transport around Paris, etc. if needed).

Non-compliance with any of the requirements established in the present briefing will result in the disqualification of the bidder concerned.

The proposal will be considered based on **offered prices in EUR (€) excluding taxes**. Taxes must be clearly described separately.

The contract will be awarded to the proposal with the highest total score, based on the financial proposal, technical proposal and team criteria.

The **maximum budget available for this contract is EUR 30,000 (excluding taxes)**, including fees and any third-party expenses related to all services covered by this document. Under no circumstances may this budget be exceeded. Offers above this budget will not be considered. Prices will be evaluated excluding taxes.

Payments to the company will be made in the contract currency, which is euros (EUR). ICEX will make payment after the services have been completed, upon submission of the invoice and acceptance of the services by ICEX. The invoice will be paid within 30 days of submission.

All the invoices should be addressed to:

ICEX España Exportación e Inversiones, E.P.E.
 Paseo de la Castellana 278, 28046 Madrid, Spain
 VAT Number: ES-Q2891001F



But dispatched to:

ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office, Embassy of Spain in France
47, George V - Paris 75008 FR

The Agency invoice will contain the following elements in English:

Company letterhead / logo
Address
Date
Invoice number
VAT number
Description of the item/s
Total amount due

Companies interested in submitting a bid may contact ICEX with any questions about this brief at tenders@icex.es and paris@comercio.mineco.es until **10th April 2026 at 11:59 AM (Paris local time)**.

The proposal must be submitted **EXCLUSIVELY** by email to tenders@icex.es no later than **15th April 2026 at 11:59 AM (Paris local time)**. If attached files exceed 4 MB, a file transfer service may be used, provided that the bidder has verified that it works correctly. Any offer submitted after this deadline will not be accepted.

The proposal must be drafted and submitted in English or Spanish.

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 *Recovery, Transformation and Resilience Plan - Funded by the European Union – NextGenerationEU*



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 Paris 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),

María Paz Ramos Resa
Head of the Economic and Commercial Office of the Embassy of Spain in Paris

Eligible for co-financing with European Union Funds Recovery, Transformation and Resilience Plan - Funded by the European Union – NextGenerationEU

