

**CALL FOR A CONSTRUCTION TENDER AT THE FOLLOWING TRADE FAIR:**  
**COSMOPROF ASIA HONG KONG 2025**

The Trade Commission of the Consulate-General of Spain in Hong Kong 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
COSMOPROF ASIA HONG KONG 2025	12 <sup>th</sup> -14 <sup>th</sup> November 2025	Hong Kong Convention and Exhibition Centre, Hong Kong.	582.50 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 USD excluding VAT (taxes must be clearly described and separated).

Estimated surface: **582.50 sqm**.

The price offered shall be of maximum **425 USD/sqm**; VAT excluded.

		sqm
HALL1E	Perfumery, Cosmetic & Toiletries	288.00
HALL 3E	Professional Beauty Salon, Spa & Equipment	234.50
HALL 3G	Hair Products, Equipment and Salon Furnishings	60.00
<b>TOTAL sqm</b>		<b>582.50</b>

The price tendered by the bidding company for the estimate 425 Sqm of the net surface of the Pavilion may not exceed **TWO HUNDRED FORTY-SEVEN THOUSAND FIVE HUNDRED SIXTY-TWO US DOLLARS AND FIFTY CENTS (USD 247,562.50) – 425 USD/sqm x 582.50 sqm**–, VAT excluded. Any quotation exceeding this amount will be dismissed.

The above total amount (**USD 247,562.50**) 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](mailto:tenders@icex.es) no later than **July 14<sup>th</sup>, 2025, at 02:00 PM. Hong Kong Time**. Proposals not submitted within the deadline will be automatically excluded.

Hong Kong, on the date shown by signature.

ICEX's Board of Directors

By Delegation (Resolution of 5 March 2025

BOE [Official State Gazette] n°. 67 of 19 March 2025

Francisco Javier Serra Guevara

Economic and Commercial Counsellor. Trade Commission of Spain in Hong Kong

## BIDDING SPECIFICATIONS GOVERNING THIS TENDER

### 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 COSMOPROF ASIA HONG KONG 2025 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.

Trade Fair	Date	Venue	Estimated surface
COSMOPROF ASIA HONG KONG 2025	12 <sup>th</sup> -14 <sup>th</sup> November 2025	Hong Kong Convention and Exhibition Centre, Hong Kong.	582.50 Sqm

If the trade fair organization decides to move the date of the show to a new date in 2025, postpone its celebration to 2026, or even cancel 2025 edition so that the show would be held in 2026, 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 COSMOPROF ASIA HONG KONG 2025 on those new dates.

Consequently, after signing the agreement, the contractor 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	MAXIMUM POINTS
<b><i>DOCUMENT 3: ECONOMIC OFFER AND AUTOMATIC CRITERIA</i></b>	<b>40</b>
C.1. Economic Offer /Budget (Economic Offer /Budget <b>must be in Document 3</b> ).	40
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: 40 1
<b><i>DOCUMENT 2: CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</i></b>	<b>60</b>
C.2. Understanding of the design Understanding of the design. Criterion to be evaluated by means of a value judgment <b>must be in Document 2</b> Correct comprehension of the project based on layouts and views provided by the bidder	5
C.3. Quality of materials proposed. (Criterion to be evaluated by means of a value judgment <b>must be in Document 2</b> ) 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.	46

<b>1. Structure</b>		12
1.1 Flooring: <ul style="list-style-type: none"> <li>• Good quality material for the platform finishing (max.1 point)</li> <li>• Perimeter of the platform with the same finishing material as the platform and with a continuous look (max. 1 point).</li> </ul>	MAX: 2	
1.2 Walls: <ul style="list-style-type: none"> <li>• Good quality walls, with a continuous look without any space for structural elements between the panels, ideally spray paint finish (max. 5 points).</li> </ul>	MAX: 5	
1.3 Columns and beams <ul style="list-style-type: none"> <li>• Good quality finishes, with any visible modular elements concealed (max. 5 points).</li> </ul>	MAX: 5	
<b>2. Showcases and shelves</b>		17
2.1 Wall shelves <ul style="list-style-type: none"> <li>• Quality in the resolution of the backlighting of the glass shelves as per enclosed picture, explained through drawings, diagrams, or photographs (max. 5 points).</li> <li>• Adequate design of the support system for the shelves explained through construction details, drawings or pictures that show that there are not visible support elements (max. 5 points).</li> </ul>	MAX: 10	
2.2 Vertical showcases <ul style="list-style-type: none"> <li>• Quality in the resolution of the of the showcase's structure and glass shelves, good quality of light and good quality finish (max. 4 points).</li> </ul>	MAX: 4	
2.3 Aisle showcases <ul style="list-style-type: none"> <li>• Quality of the design of the showcase's structure, good quality of light and good quality finish, ideally spray paint finishes (max. 3 points)</li> </ul>	MAX: 3	
<b>3. Graphics</b>		17
3.1. Company Images and stand names and numbers <ul style="list-style-type: none"> <li>• Good quality of the backlit graphic embedded in the wall, evaluated through construction details, drawings, or photographs of the adopted solution (max. 13 points)</li> <li>• Good quality of the cut-out vinyl (max. 1 point)</li> </ul>	MAX: 14	
3.2 Signage <ul style="list-style-type: none"> <li>• Good quality of signage (max. 3 points)</li> </ul>	MAX: 3	
<b>C.4. Electricity and lighting.</b> (Criterion to be evaluated by means of a value judgment <a href="#">must be in Document 2</a> )		5
<ul style="list-style-type: none"> <li>• Layouts showing adequate location and number of recessed lights on beams to light the products and working area. (max. 3 points)</li> <li>• Same temperature colour for recessed lights, wall shelves and aisle shelves (max. 2 points)</li> </ul>	MAX: 5	
<b>C.5. Furniture.</b> (Criterion to be evaluated by means of a value judgment <a href="#">must be in Document 2</a> )		2
<ul style="list-style-type: none"> <li>• The quality of the proposed furniture is evaluated based on the pictures and descriptions provided by the bidder (max. 2 points)</li> </ul>	MAX: 2	
<b>C.6. Cleaning.</b> (Criterion to be evaluated by means of a value judgment <a href="#">must be in Document 2</a> )		1
<ul style="list-style-type: none"> <li>• 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)</li> </ul>	MAX: 1	

C.7. Environmental criteria. (Criterion to be evaluated by means of a value judgment <a href="#">must be in document 2</a> )		1
<ul style="list-style-type: none"> <li>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-labeled products or other equivalent quality marks. Use of materials from recycling processes.</li> </ul>	MAX:0.5	
<ul style="list-style-type: none"> <li>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.</li> </ul>	MAX:0.5	
<b>TOTAL</b>		<b>100</b>

Responses for C2 to C6, 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 (30 points) from section C.2. to C.7. 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.

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 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 Agreement. 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 agreement 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 **TWO HUNDRED FORTY-SEVEN THOUSAND FIVE HUNDRED SIXTY-TWO US DOLLARS AND FIFTY CENTS (247.562,50 USD) -425 USD/sqm x 582.50 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 Sqft 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 Agreement.

The price must also include:

- **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.
- **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.

The price does not include:

- Wi-Fi service for the entire Pavilion.

**FOURTH. – Estimated Contract Value**

The estimated value of the contract considers the value of the contract and the value of three possible extensions (the following edition of the fair) and amendments.

According to the latter, the estimated total contract value is **seven hundred ninety-two thousand two hundred (792.200,00 USD), excluding VAT**, which includes the following amounts:

- **Main contract maximum budget: 247,562.50 USD**
  - o First extension maximum budget: 247,562.50 USD
  - o Second extension maximum budget: 247,562.50 USD
- **Amendments (max. 20%): 49,512.50 USD**

**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 will be paid within thirty (30) days after the conclusion of the fair upon presentation of the corresponding invoice, issued US dollars (USD), once the penalties, if any, have been deducted.

In the event that the Tradeshow is not held, or the Pavilion is cancelled, 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.

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)

- And dispatched to:

ICEX España Exportación e Inversiones, E.P.E.

Economic and Commercial Office in Hong Kong

Queensway, 89, Lippo Centre Tower One 2004

Hong Kong N/A - China-Hong Kong

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

If the successful bidder is a Spanish entity, that payment must be made to ICEX Spain Trade and Investment, E.P.E. and not to the Economic and Commercial Office of Spain in Hong Kong. The

currency of the payment will be EUR regardless of the currency stated in these specifications, on the basis of the official exchange rate of the date of the contract award published in BOE (Official State Gazette).

## SIXTH. - Procedure

This briefing will be circulated to multiple Companies and will be published on the ICEX' website. Website [link](#).

The Companies interested in bidding may contact ICEX ([tenders@icex.es](mailto:tenders@icex.es)) with any questions about the brief up to (July 7<sup>th</sup>), at 2 PM Hong Kong 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](mailto:tenders@icex.es) no later than July 14<sup>th</sup> at 02:00 PM Hong Kong 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; should files be larger, use a file transfer service, which you have verified works.

The proposal will need to 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 that they comply 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 agency 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 **247.562,50USD**, 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.
- Photos and detailed information (measurements, finishes and technical specifications) of the proposed furniture, lighting and audiovisual elements

The formats indicated above are mandatory.

*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 USA Dollar (USD).

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

Proposals exceeding the maximum available budget of **425 USD/sqm x 582.50 sqm = USD 247,562.50**, 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 for the same, the documentation foreseen in the Schedule of these Bidding 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:

<b>President</b>	Erik Rovina Mardones	Director Creative Industries Department
Substitute	Blanca Fernández Barjau	Director Promotion Tools in Foreign Markets
<b>Member</b>	Carmen García Cervigón	Deputy Director Promotion Tools in Foreign Markets
Substitute	Eva Pulido Rodriguez	Deputy Director Creative Industries Department
<b>Member</b>	Diana Vázquez Caneda	Head of Department Pabellones I Promotion Tools in Foreign Markets
Substitute	Alfonso Janeiro Díez	Head of Fashion Accessories and Leisure Department Creative Industries Department
<b>Member</b>	Pedro Flores Duque	Member of Fashion Accessories and Leisure Department Creative Industries Department
Substitute	Dolores Moreno Navarro	Member of Fashion Accessories and Leisure Department Creative Industries Department
<b>Secretary</b>	Pedro Patiño Segura	Head of Procurement Department
Substitute	M <sup>a</sup> Elena Menéndez Fombona	Member of the Procurement Department

#### **NINETH. - 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 two (2) editions 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 three (3) editions 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 2026, 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 2025 or 2026, or the Pavilion is cancelled in 2025 and 2026, 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: [hongkong@comercio.mineco.es](mailto:hongkong@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 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 be conducted pursuant to the technical specifications set out in these bidding specifications (Section B – Technical Specifications) and with adequate materials/furniture and finish, whereby 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 to 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.

## 18.4 Non-celebration of the fair

In the event of the Fair is not held, or the Pavilion is cancelled, ICEX will only cover the expenses incurred by the Contractor from the date of communication of the start of the work (and in relation to it) until the date of formal notification of this circumstance by ICEX. To be reimbursed, the Contractor must previously present all invoices or other documentation of expenses incurred up to that date.

## 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 the city of Madrid

## SECTION B - TECHNICAL SPECIFICATIONS

### SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
COSMOPROF ASIA HONG KONG 2025	12 <sup>th</sup> -14 <sup>th</sup> November 2025	Hong Kong Convention and Exhibition Centre, Hong Kong.	582.5 sqm

The bidder must submit a proposal fitted to the design provided

The awardee shall be responsible for compliance of all technical regulations established by the Trade Fair Organization and the Convention Center, and to submit them layouts subject to approval, as well as for the payment of the deposits required by Organisers to allow the works at Exhibition Hall, all of which should 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

Furthermore, the decorator 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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## 1. STRUCTURE

### 1.1. Flooring

Stands with wooden floor white finish, edges finished in white. There will not be any treatment of the aisles.



**The following will be highly valued in the FLOORING section (max. 2 points):**

- Good quality material for the platform finishing (max.1 point)
- Perimeter of the platform with same finishing material as the platform and with a continuous look (max.1 point)

### 1.2. Walls

Walls white finish 3.00 m high



- Dividing walls between stands and typical storage rooms included (although they may not appear on the enclosed documents).
- All storage rooms requested (typically, one storage room per booth) will be built by the contractor at no extra cost. Layout plans attached are only indicative. All the storage rooms have to include a set of heavy-duty shelving system and the necessary door with lock.

**The following will be highly valued in the WALLS section (max. 5 points):**

- Good quality walls, with a continuous look without any spaces of structural elements between the panels, ideally spray paint finish. (max.5 points)

### 1.3. Columns and beams

Columns and beams approx. 10 cm square section white finish.

Beams will have enough number of recessed lights to guarantee 1000 lx of illuminance for the product and 500 lx in the working area and proper light on the graphics.



The following will be highly valued in the COLUMNS AND BEAMS section (max. 5 points):

- Good quality finish, with any visible modular elements concealed (max.5 points)

## 2. SHOWCASES AND SHELVES

### 2.1. Wall shelves

Glass shelves at 80, 110 and 140 cm from floor.



There will be a number of shelves on the wall according to the stands surface, (see 1.6 Equipment per sqm). Each shelf will consist of (as described in drawing attached):

Glass shelves at 80, 110 and 140 cm from floor

WIDTH: 30 cm

LENGTH: 100/150 cm according to stands surfaces.

The following will be highly valued in the WALL SHELVES section (max. 10 points):

- Quality in the resolution of the backlighting of the glass shelves as per enclosed picture, explained through drawings, diagrams, or photographs (max. 5 points)
- Adequate design of the support system for the shelves explained through construction details, drawings or pictures that show that there are not visible support elements (max. 5 points)

## 2.2. Vertical Showcases



There will be a number of showcases facing the aisle according to the stands surface.

### Vertical showcase

Pillars approx. 10 cm square section white finish.

6 glass shelves 40 x 50 cm at 50, 80, 110, 140, 170 cm from floor.

HEIGHT: 3.00m

WIDTH: 40 cm

LENGTH: 40 cm

The following will be highly valued in the VERTICAL SHOWCASES section (max. 4 points):

- Quality in the resolution of the of the showcase's structure and glass shelves, good quality of light and good quality finish (max. 4 points)

## 2.3. Aisle-Showcases



There will be a number of showcases facing the aisle according to stands surfaces, (see 1.6 Equipment per sqm).

HEIGHT: 110 cm

WIDTH: 40 cm

LENGTH: 120 cm

### Showcase

Glass showcase.

Back with sliding glass doors with lock.

HEIGHT: 30 cm

WIDTH: 40 cm

LENGTH: 120 cm

### Structure

Wood white finish.

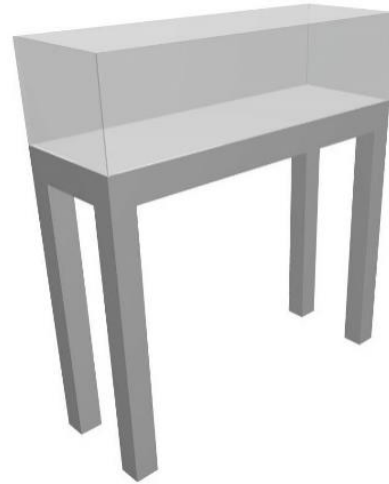
4 wooden legs white finish

Height: 80 cm

Width: 10 cm

Length: 10 cm

Top 10cm high built as a lightbox to light the inner of the showcase.



**The following will be highly valued in the AISLE SHOWCASES section (max. 3 points):**

- Quality of the design of the showcase's structure, good quality of light and good quality finish, ideally spray paint finish (max. 3 points)

## 3. GRAPHICS

The awarded company will be responsible for collecting the graphic files from the participating companies and carrying out any necessary retouching and adjustments prior to production, including direct communication with the companies to complete these adjustments.

If necessary, for companies that do not provide a vector version of their logo, the awarded company shall create a traced version in order to produce it using cut vinyl.

### 3.1. Company Images and stand names and numbers.

#### - Company Images

Printed images on walls. Each stand includes a number of printed images on the wall, typically measuring 1.50 m high by 2.30–3.30 m wide, depending on the stand's surface.

While backlighting these images recessed into the wall surfaces is not mandatory, **its inclusion will be highly rewarded and receive a higher score.**

Artworks will be provided by ICEX. The offer has to include information about the file format and resolution required for production.

Companies can order extra images backlit or printed on the wall.

#### - Stand numbers.

Names of the companies and stand identification numbers on the side of the corner white columns facing the aisle in a cut-out vinyl in grey colour in Helvetica Neue 45 Light, typography.



The following will be highly valued in the COMPANY IMAGES AND STAND NAMES AND NUMBERS section (max. 14 points):

- Good quality of the backlit graphic embedded in the wall, evaluated through construction details, drawings, or photographs of the adopted solution. (max.13 points)
- Good quality of the cut-out vinyl (max.1 point)

### 3.2. Signage

The logo will be in a matte finish, with the letters 'Beauty from Spain' in mirror-finish lettering



"B" logo sign:



"Beauty from SPAIN" letters:

### Exhibitor's Display panels and posters

All the necessary supports and hooks, double side tape for the posters, display panels (or whatever to exhibit) included. The Contractor must dully assist and help the exhibitors in setting up their booths (hanging of panels or posters, etc) at no extra cost.

The following will be highly valued in the SIGNAGE section (max. 3 points):

- Good quality of signage (max. 3 points)

## 4. ELECTRICITY AND LIGHTING

The contractor will be in charge (and will be held responsible) of the electrical fittings and general supply power orders. All power and electricity costs must be included in the Tender.

The Contractor will carry on all works related with power installations starting from the general supply points, all the necessary spotlights, display lighting, general lighting, power points and labour, included in the tendering price.

The number of spotlights for each stand has to guarantee homogeneous lighting. In addition of downlights of ceiling and lights of showcases and shelves, extra spotlights if necessary, in order to reach the illumination required will be highly appreciated

In this project, the quality and quantity of light provided to the stands will be highly valued. A minimum of 1000 lx of illuminance is required for the product and 500 lx in the working area

- All electrical connections and cables needed must be hidden.

**The following will be highly valued in the ELECTRICITY AND LIGHTING section (max. 5 points):**

- Layouts showing adequate location and number of recessed lights on beams to light the products and working area (max. 3 points)
- Same temperature colour for recessed lights, wall shelves and aisle shelves (max. 2 points)

## 5. EQUIPMENT PER SQM

The following elements should be included in the price tendered. Each set shows the maximum equipment to be included per stand typology. The final furniture and equipment to be provided per exhibitor will be determined in the future considering stands shape and size and exhibitors requirements. Stands won't necessarily be 3x4 m modules. A list of final exhibitor's requirements will be sent to the contractor in due time before the dates of the Show.

Booths 8 sqm to 11 sqm

- 1 white laminated top, chrome base round table.
- 4 chairs per table, chrome structure and white, grey or aluminium finish.
- 1 lockable cupboard white finish 0,75m height.
- 1 wastebasket and 1 coat hanger inside storage room.
- 1 aisle showcase as per above explained design
- 1 vertical showcase as per above explained design
- 6 glass shelves as per above explained design
- 1 standard electrical outlet. The offer has to include information about volts, watts and amps.
- 1 storage room approx. 1x1,45 m with heavy duty shelving system.
- 1 printed image, with dimensions as specified above

Booths 12 sqm to 15 sqm

- 1 white laminated top, chrome base round table.
- 4 chairs per table, chrome structure and white, grey or aluminium finish.
- 1 lockable cupboard white finish 0,75m height.
- 1 wastebasket and 1 coat hanger inside storage room.
- 1 aisle showcase as per above explained design
- 2 vertical showcases as per above explained design
- 6 glass shelves as per above explained design
- 1 standard electrical outlet. The offer has to include information about volts, watts and amps.
- 1 storage room approx. 1x1,45 m with heavy duty shelving system.

- 1 printed image, with dimensions as specified above

#### Booths 16 sqm to 23 sqm

- 2 white laminated top, chrome base round table.
- 8 chairs per table, chrome structure and white, grey or aluminium finish.
- 2 lockable cupboard white finish 0,75m height.
- 2 wastebasket and 1 coat hanger inside storage room.
- 2 aisles showcase as per above explained design
- 3 vertical showcases as per above explained design
- 12 glass shelves as per above explained design
- 2 standard electrical outlets. The offer has to include information about volts, watts and amps.
- 1 storage room approx. 1x1,45 m with heavy duty shelving system.
- 2 printed images, with dimensions as specified above

#### Booths 24 and above

- 2 white laminated top, chrome base round table.
  - 8 chairs per table, chrome structure and white, grey or aluminium finish.
  - 2 lockable cupboard white finish 0,75m height.
  - 2 wastebasket and 1 coat hanger inside storage room.
  - 2 aisles showcase as per above explained design
  - 4 vertical showcases as per above explained design
  - 12 glass shelves. as per above explained design
  - 2 standard electrical outlets. The offer has to include information about volts, watts and amps.
  - 1 storage room approx. 1x1,45 m with heavy duty shelving system.
  - 2 printed images, with dimensions as specified above
- **A catalogue of the furniture including dimensions, characteristics, photographs as well as individual price for each item required should be included in the tender.**

As well as photographs and prices per unit of the following items:

- Extra Vertical showcase
- Extra aisle showcase
- Extra set of glass shelves
- Fridge, (electrical outlet 24h included)
- TV monitor + DVD/VCR set. Include technical specification of model.
- Plasma screen 42"+ DVD/VCR set. Include technical specification of model.
- Spotlight 100w.
- Spotlight 300w.
- Long arm spotlight 100w
- Long arm spotlight 300w
- 1m long x 0,30m wide glass shelves

## ICEX Booth



In this area ICEX staff will provide visitors with general information about the Pavilion of Spain and the information about the sector. ICEX booth final design will be provided by ICEX.

The design will be similar to the design of the booths and will include:

- 1 white laminated top, chrome base round table and 4 chairs chrome per structure and white, grey or aluminium for finish
- 1 lockable cupboard white finish 0,75m high
- 1 wastebasket
- Custom made information counter with shelves and a lockable area for brochure storage.
- Two stools for the staff
- It will be ornated with a simple, big, stylish flower.
- A strip of logos Gobierno de España-ICEX-FEDER-ISO will be placed in a visible place of the area,
- Lightbox. ICEX will provide the successful bidder with the necessary information (images, list of exhibitors, logos, etc.) for the design and final artwork of the graphics in the lightbox.
- Printed images covering the rest of the walls from floor to ceiling. ICEX will provide the successful bidder with the necessary information for the design and final artwork of the graphics on the walls.
- Screen hung on the wall.
- Storage Room. A space equipped with heavy duty shelves system for storage, 1 coat hanger, outlet for fridge (24hrs), outlet for mobiles, outlet for coffee maker, coffee maker and fridge, coffee and bottles of water, all provided by contractor.

**The following will be highly valued in the FURNITURE section (max. 2 points):**

- Quality of the proposed furniture evaluated based on the pictures and descriptions provided by the bidder (max. 2 points)

## 6. MISCELLANEOUS

### 6.1. Project Approval and Permits

The contractor 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 awarded company must provide the fair organizers with the necessary plans to ensure understanding and approval of the project, and cover any deposits or fees required as a prerequisite for authorizing the work within the exhibition venue.

### 6.2. Production

The tasks to be carried out by the awarded company also include communication of the project to the exhibitors 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 awarded company must adapt the stand design and submit the final plans to each exhibitor for their approval.

### 6.3. Assembly

The awarded company 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.

### 6.4. Cleaning

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 awarded company 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 awarded company may not rely entirely on them for all cleaning tasks. It is essential that the awarded company 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.

- 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 the CLEANING section (max. 1 points):**

- 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)

### 6.5. Final Handover

The assembly and decoration 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.

### 6.6. 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.

### 6.7. Maintenance

The awarded company 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 awarded company 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.

### 6.8. Photographic Report of the Pavilion

The awarded company must provide a final photographic report of the pavilion ONLY IN DIGITAL FORMAT. This report 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.

### 6.9. Additional Information

The awarded company 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 awarded company 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 awarded company 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.

## 7. 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 the ENVIRONMENT section (max. 1 points):**

- 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)

## ANNEXES

### ANNEX 1 – Legal Documentation to be Submitted

Documentation to be submitted 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 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.

### ANNEX 4 – COSMOPROF HONG KONG 2025 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