

CALL FOR TENDER FOR THE CONSTRUCTION, ASSEMBLY, MAINTENANCE AND DISMANTLING OF THE SPAIN PAVILION AT BIOJAPAN 2026

The Economic and Commercial Office of Spain in Tokyo, in the name of ICEX SPAIN TRADE AND INVESTMENT E.P.E. (from now ICEX), hereby convenes a tender for the construction, assembly, maintenance and dismantling works of the Spanish Pavilion at the following International Trade Fair.

Trade Fair	Date	Venue	Estimated surface
BIOJAPAN 2026	7 th to 9 th October 2026	PACIFICO, Yokohama, (Japan)	36 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 on the basis of the offered prices, excluding VAT.

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

Estimated surface: **36 sqm**

The price offered shall be of Maximum price: **90,000 JPY/sqm x 36 sqm** VAT excluded.

The price tendered by the bidding company for the estimated **36 sqm** of net surface of the Pavilions may not exceed a **THREE MILLION TWO HUNDRED FORTY THOUSAND JAPANESE YEN (3,240,000 JPY)** VAT excluded. Any quotation exceeding this amount will be dismissed.

The above total amount (3.240.000 JPY) has been calculated based on the occupancy estimation. The final price to be paid to the awardee company will reflect the number of sqm 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 **May 29th, 2026, 14:00 PM Tokyo, local time**. Proposals not submitted within the deadline will be automatically excluded.

Tokyo, on the date of the electronic signature

ICEX's Board of Directors
By Delegation (Resolution of 5 March 2025
BOE [Official State Gazette] num. 67 of 19 March 2025

Gonzalo Ramos Puig
Chief Economic and Commercial Counsellor
Economic and Commercial Office of Spain in Tokyo.



BIDDING SPECIFICATIONS GOVERNING THIS TENDER

SECTION A- GENERAL TERMS AND CONDITIONS

FIRST- Object

The object of this Tender is the selection of a Contractor (the Awardee) to execute the construction, assembly, maintenance and dismantling works for BIOJAPAN 2026 aiming at the best price–quality ratio. 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
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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 construction of the Pavilion of Spain at the BIOJAPAN 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	MAX. POINTS
<u>DOCUMENT 3: ECONOMIC OFFER</u>	30
C.1. Economic Offer /Budget (Economic Offer /Budget <u>must be in Document 3</u>).	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”	
<u>DOCUMENT 2: CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</u>	70
C.2. Adjustment to the design provided in the tender (Criterion to be evaluated by means of a value judgment <u>must be in Document 2</u>) Degree of adjustment to the design and equipment provided in the tender based on the plans and views prepared by the bidder.	7
C.3. Quality of construction solutions and 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.	24

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1.- Flooring: Quality of material.	Textil carpet	MAX: 0,5	MAX: 5	
	Vinyl carpet or materials of equivalent performance	MAX: 1,5		
	Graphics on the floor	MAX: 3		
2.- Storage room tower Quality of construction solution, material and surface finish proposed for the tower.	Surface finish in melamina	MAX: 0,5	MAX: 9	
	Surface finish painted	MAX: 1,5		
	Surface finish lacquered	MAX: 2		
	Lightbox for the 2 main sides of the tower, (structure)	MAX: 5		
3.- Spain sign Quality of construction solution and materials proposed for the Spain sign.	Transparent plastic panel	MAX: 0,5	MAX: 10	
	Transparent glass panel	MAX: 1,5		
	Surface finish in melamina	MAX: 0,5		
	Surface finish painted	MAX: 1,5		
	Surface finish lacquered	MAX: 2		
	SPAIN 3D letters material	MAX: 4		
C.4. Graphics. (Criterion to be evaluated by means of a value judgment must be in Document 2) Degree of compliance with graphics tender specifications of the project, based on the samples, pictures, descriptions and construction details provided by the bidder.				6
1.- Storage room tower Quality of proposed solution and material for tower's graphics.	Printed graphics for all applications	MAX: 0,5	MAX: 6	
	Lightbox for the 2 main sides of the tower, (graphic)	MAX: 5		
2.- Tables Quality of proposed solution and material for table's graphics.	Vinyls for tables	MAX: 0,5		
C.5. Lighting (Criterion to be evaluated by means of a value judgment must be in Document 2) Degree of compliance with lighting tender specifications of the project based on the samples, pictures, descriptions and construction details provided by the bidder.				11
1.- General Lighting Quality of proposed solution and light fixtures.	Number and position of the luminaires and homogeneity of the lighting.	MAX: 4	MAX: 11	
2.- Tower lightboxes, (if offered) Quality of proposed solution and light fixtures.	Number and position of the luminaires and homogeneity of the lighting.	MAX: 4		
3.- Counter lightbox, (if offered) Quality of proposed solution and light fixtures.	Number and position of the luminaires and homogeneity of the lighting.	MAX: 1,5		
4.- Recessed sockets Quality in included.	Suitability, number and position of recessed sockets.	MAX: 1,5		

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C.6. Furniture and audiovisual equipment (Criterion to be evaluated by means of a value judgment must be in Document 2) Degree of compliance with furniture and audiovisual equipment tender specifications of the project based on the samples, pictures, measurements and technical specifications provided by the bidder.			20
1.- Information counter Quality of construction solution, material and surface finish proposed for the counter.	Surface finish in melamina	MAX: 0,5	MAX: 9
	Surface finish painted	MAX: 1,5	
	Surface finish lacquered	MAX: 2	
	Lightbox for the frontal, (structure)	MAX: 5	
2.- Coffee corner and Networking tables Quality of construction solution, material and surface finish proposed for the tables.	Surface finish in melamina	MAX: 0,5	MAX: 4
	Surface finish painted	MAX: 1,5	
	Surface finish lacquered	MAX: 2	
3.- Furniture Quality of materials, design, comfort, similarity with the options proposed in the tender.	Choice of several models	MAX: 1	MAX: 4
	Choice of several colors	MAX: 1	
	Height-adjustable stools with footrests and lumbar support	MAX: 2	
4.- Audiovisual equipment Size, appearance and technical performance quality of the screen.	Size	MAX: 1	MAX: 3
	Frameless or with a narrow one	MAX: 1	
	Technical specifications	MAX: 1	
C.7. Environmental criteria (Criterion to be evaluated by means of a value judgment must be in Document 2)			2
1.- The proposal includes 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 material from recycling processes.		MAX: 1	
2.- The proposal includes description of the waste policy for deteriorated materials that will no longer be used at the fairs subject to this tender as well as proposals for reuse, recycling, destruction, etc. Reduction of waste generation. Minimize waste production and recycling		MAX: 1	
Total			100

Responses for C2 to C7, 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

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The proposals do not achieve at least 50% of the total points allocated to criteria C.2 to C.7 (35 points out of 70) shall be automatically excluded from the tender procedure.

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

The offered price 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 for net surface may not exceed **THREE MILLION TWO HUNDRED FORTY THOUSAND JAPANESE YEN (3,240,000 JPY) – 90,000 JPY/sqm x 36 sqm, VAT excluded. Any quotation exceeding these amounts will be dismissed.**

This is an estimated cost; if the sqm of the pavilion elements vary, the cost will vary according to the price per sqm. The price per Sqm specified in the tender, may not be varied or amended in any way by the Awardee, during the contract period and following extensions unless expressly agreed by the Parties.

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, (including those rented by the exhibitors such as refrigerated displays, audiovisuals, etc.), maintenance and disassembly of the Spain Pavilion, as well as all expenses arising from transport to/from the venue

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materials handling within the fair, warehousing and rigging if required, and any services required within the fair to execute the contract.

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.
- **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.

No additional extra costs will be accepted.

FOURTH. – Estimated Contract Value

The **estimated value of the contract** includes the base contract, two (2) possible extensions (the following two editions of the fair), and modifications.

The estimated total contract value is **TEN MILLION THREE HUNDRED SIXTY-EIGHT THOUSAND JAPANESE YEN (10,368,000 JPY) VAT excluded**, which includes the following amounts:

- Main contract maximum budget: JPY 3,240,000
- First extension maximum budget: JPY 3,240,000
- Second extension maximum budget: JPY 3,240,000
- Modifications (máx. 20%): JPY 648,000

FIFTH. - Price and payment arrangement

The total price will be paid, following submission of the appropriate invoice, after the end of the fair. ICEX cannot affect payment in advance.

ICEX will satisfy the amount specified in the tender within 30 days after the conclusion of the fair upon presentation of the corresponding invoices, issued in JPY, once the penalties, if any, have been deducted and it has been verified that the Contractor has fully complied with each and every obligation set forth herein, in particular, those concerning the dismantling of the Pavilion and ICEX's officer at the Tradeshow has given his prior approval to the works done.

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.

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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.
Paseo de la Castellana 278
28046 Madrid (Spain)
- And dispatched to:
ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office in Tokyo
3FI, 1-3-29, Roppongi, MINATO-KU - TOKYO 106-0032
VAT number: ESQ - Q2891001F (ICEX is VAT registered in Spain)

If the successful bidder is a Spanish entity, payment must be made to ICEX Spain Trade and Investment, E.P.E. and not to the Economic and Commercial Office of Spain in Tokyo. 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 be published on the Economic and Commercial Office of Spain in Tokyo. Website [link](#) and also on ICEX's web ([link](#)).

The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions regarding this brief up to **May 26th, 2026, 14:00 PM Tokyo. 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 **May 29th, 2026, 14:00 PM TOKYO. local time. Otherwise, rulings of the bidding process oblige your entity from continuing in the procedure.** Proposals not submitted within the deadline will be automatically excluded.

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 or Spanish, electronically as a pdf and where appropriate, use Excel for numbers.

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 tender 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 prove 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 JPY 3,240,000, VAT excluded.
- Mention of other dressing projects in which they have been involved in the last three (3) years, with special skills on dressing projects for Pavilions 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 Dressing 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 equipment

The formats indicated above are mandatory.

The information provided in Document 2 does not clash with the information required in Document 3. The tenderer must not include in Document 2 any reference to 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 Japanese Yen (JPY).

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



Proposals exceeding the maximum available budget of 90,000 JPY/sqm x 36 sqm = 3.240.000 JPY, VAT excluded will not be considered.

Annex 3 Economic 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. – 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 two (2) more editions of the Trade Fair in which ICEX participates 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.

NINETH. - 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 two (2) 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.

TENTH. – 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.

ELEVENTH. - 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

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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.

TWELFTH. - 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 Spain 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: tokio@comercio.mineco.es

All construction, assembly and dressing 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 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.

THIRTEENTH. - 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 assembly, dressing 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 assembly, dressing 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 one or more 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.

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FOURTEENTH. - 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.

FIFTEENTH. – 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.

SIXTEENTH. - 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.

SEVENTEENTH. - Penalties

17.1 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 the Trade Fair Opening) 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.

17.2 Maintenance

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

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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.

17.3 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.

17.4 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.

EIGHTEENTH. – 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.

NINETEENTH. – Applicable legislation

Dressing 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.

TWENTIETH. - 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

This Section B – Technical Specifications forms an integral part of the Tender and develops and complements the object of the contract defined in Section A (General Terms and Conditions) of these Bidding Specifications. Accordingly, Section B shall be interpreted in full accordance with the provisions set out in Section A.

SPECIFICATIONS OF WORKS

Trade Fair	Date	Venue	Estimated surface
BIOJAPAN 2026	7 th to 9 th October 2026	PACIFICO, Yokohama, (Japan)	36 sqm

All the works, services, supplies and obligations described in this Section B are deemed to be fully included in the tender price, in accordance with the provisions set out in Section A, Clause THIRD (Award sum). No additional or supplementary charges shall be accepted.

The attached plans are included for illustrative purposes only. The final layout of the pavilion will be provided to the successful bidder well in advance of the event.

The Pavilion will be used on a rental basis.

The facilities will remain at the disposal of ICEX and the exhibitors for the duration of the event.

The transport, storage and movement of materials or decorative elements for the Pavilion within the venue shall be the responsibility of the company awarded the service contract.

The contractor shall be responsible for managing and contracting with the fair all the necessary permits for the execution of the Spanish Pavilion and compliance with fair regulations in terms of technical aspects, safety and fire protection. Specifically, the successful bidder must ensure that the proposed materials and solutions comply with Fair Regulations.

All materials used in the construction of stands must have the approval and fireproofing certificates required by the fair organisers.

The successful bidder must comply with the assembly schedule established by the fair. Any additional assembly days that must be contracted for the proper execution of the construction work shall be borne by the decorating company.

Likewise, the decorator undertakes to pay any fees corresponding to the rental of space for work outside of opening hours within the Exhibition Centre, as well as any other fees that may be required by the Exhibition Organisation, both at the beginning and at the end of the Event, and which are not covered in these specifications.

The successful bidder shall submit, if requested, the complete project for the Spanish Pavilion to the fair organisation for approval and authorisation within the deadline established by the fair. To this end, the ICEX Architecture Department shall provide, sufficiently in advance, the final plan of the pavilion, the list of companies participating and the regulations of the Fair Organisation.

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



The successful bidder shall be obliged to comply with any instructions, corrections and modifications issued by ICEX, both during the project phase and during the assembly of the Spanish Pavilion. Likewise, the successful bidder shall accept joint and coordinated work with the ICEX team.

The successful bidder shall provide the necessary maintenance staff, including a representative with the authority to approve any necessary interventions. These staff members must be physically present at the fair for its entire duration and be able to communicate in Spanish or English.

The constructor must expressly undertake to supply the number of units and construction elements requested by ICEX in order to meet the needs of the exhibitors.

The tender should include:

- 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 equipment.



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



1. DESCRIPTION OF THE DESIGN AND MATERIALS

The design of the Spain Pavilion, which is presented together with this tender as Annex 4, aims to add value to the presence and image of Spain, as well as to serve as a platform for the pavilion's exhibitors to personalize their participation in each fair.

The Contractor will ensure that all the proposed materials comply with all relevant rules and regulations and that their installation will be permitted by any authority involved, obtaining all necessary permits and certificates as per the "General specifications of works" of this Invitation to Tender.

1.1. Flooring

The entire floor of the Spanish Pavilion will be finished in white, preferably including the graphic elements of the sector's branding. See attached layouts.

Vinyl carpet, (or materials with equivalent performance) will be greatly appreciated due to their ease of cleaning and lack of joints in their installation.

All electrical wiring have to be concealed under the flooring.

In order to protect the floor materials, visqueen or similar cover shall be installed during set-up period. The works to remove the protective cover before the opening ceremony must be included in the overall price, as well as the works to remove all flooring materials after the show closes and all relevant costs related to the floorings works.

❖ A sample/picture of the proposed flooring material should be included in the bid.

1.2. Structure

The structural system for both elements may be custom-made or modular-based, but it must achieve a regular finish without visible joints or grooves and be strong enough to be self-supporting. A continuous overall appearance shall be achieved with not visible gaps, structural elements or joints. All elements shall have a white finish.

All electrical wiring have to be concealed inside the structures.

1.2.1. Storage room tower.

There will be graphics on all walls of the storage room tower. The inclusion of light boxes on main sides of the storage room tower would be greatly appreciated.

1.2.2. Spain sign.

The Spain sign will consist in SPAIN 3D letters, (HelveticaNeueLT Pro 75 Bd Occidental), straddling a transparent panel inserted in U shape structure.

See attached layouts.

❖ Description of the construction solutions and finishes for the storage room tower and Spain sign and samples/pictures of the proposed materials should be included in the bid.

1.3. Graphics

1.3.1. Storage room tower.

There will be graphics on all walls of the storage room tower. The graphics will be printed and/or cut out vinyls, (the most appropriate system once the final graphics were known). ICEX will send the final artworks for production with sufficient time.

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The inclusion of light boxes on main sides of the storage room tower would be greatly appreciated.

1.3.2. Tables vinyl graphics.

The round tables shall be numbered using vinyl labels. The bid must include a proposal regarding this matter.

See attached layouts.

❖ Description and samples/pictures of the proposed materials shall be included in the bid.

1.4. Electricity and lighting

The Contractor will be in charge of and will be held responsible for the electrical fittings, and ordering of the general supply power. **All power and electricity costs have to be included in the bid.**

The Contractor will carry out all works related with power installations (even if these works must be carried out solely by the Organiser's official contractor) starting from the general supply points, all the necessary spotlights for the general lighting, power points and labour to install, assemble, connect and hang all the lights. All have to be included in the tendering price.

The awardee company will be responsible for the installation of the general lighting, ensuring adequate lighting, avoiding shades and guaranteeing white medium colour Led temperature (between 4000k and 5000k) light. All the lights will have the same colour temperature.

The Contractor will also carry out all subsequent procedures with the official contractors and coordinate with them.

A solution must be given by the bidder to hide all the electric wires and the light lanes.

1.4.1. General lighting.

The number and distribution of light fixtures must be proposed by the bidder in order to achieve at least 150 Watts/m² in the whole area and have to guarantee a homogeneous lighting. It has to provide a correct way to illuminate the graphics, (if the offer do not include lightboxes) and work areas avoiding shadows.

1.4.2. Tower and counter lightboxes, (if offered).

If lightboxes are included, the type of light source selected (fluorescent tubes, LED strips), their number, and their placement must ensure the maximum light output and uniform illumination of the backlit surface.

1.4.3. Sockets.

There have to be a doble socket + USB port available near each working area. All sockets have to be built-in into the tower, SPAIN sign structures, or the furniture. Extension cords are not permitted. Recessed sockets for coffee corner and networking tables will be greatly appreciated.

See attached layouts.

❖ A description including pictures, technical details, number and location of downlights should be included in the bid.



1.5. Furniture and equipment

The bid have to include the following furniture and equipment.

The structural system for the information counter and the coffee corner and networking tables may be custom-made or modular based, but it must achieve a regular finish without visible joints or grooves and be strong enough to be self-supporting. A continuous overall appearance shall be achieved, with no visible gaps, structural elements or joints. All elements shall have a white finish.

The attached plans are included for illustrative purposes only. The final layout of the pavilion, showing the final number of furniture elements, (stools, tables and chairs) shall be provided to the successful bidder well in advance of the event.

1.5.1. Information counter.

Lockable storage counter. The interior has to include a shelf. Backlit front will be greatly appreciated. Logo will be placed on the front of the counter.

1.5.2. Coffee corner and networking tables.

There will be two rectangular U-shaped tables equipped with sockets + USB ports to facilitate the connection of computer equipment.

1.5.3. Furniture.

Stools, tables, chairs and wastepaper baskets.

Height-adjustable models of stools with footrests and lumbar support will be greatly appreciated.

Maximum diameter for tables will be 80 cm.

The inclusion of various furniture models and colour options will be highly appreciated.

The storage room will be equipped with 2 sets of heavy duty self-standing shelves, 1 wall clothes rack and 1 fridge.

1.5.4. TV screen.

1 plasma screen 54" or bigger including USB and HDMI outputs.

See attached layouts.

- ❖ Photos and detailed information (measurements, finishes and technical specifications) of the proposed furniture and audiovisual equipment should be included.

2. MISCELLANEOUS

Communication language regarding this tender, as well as the execution of the successful project, will only be English or Spanish.

2.1. Project Approval and Permits

The contractor shall be responsible for the management and contracting with the trade fair of all the permits necessary for the execution of the stand and compliance with the trade fair regulations, both in technical aspects and in safety and fire protection. If requested, the successful bidder will provide the trade fair organization with the necessary plans for the understanding and authorization of the project, and if necessary, will pay for the deposits or payments requested as a prior step to the authorization of the work to be carried out at the fairgrounds.

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



2.2. Production and assembly Phase

It is mandatory that the awardee designates a person as ICEX's interlocutor who will work as Project Manager coordinating the requirements of ICEX and trade fair organizer, both in the coordination and production phase as well as in the assembly phase. That same person will be the one who will travel to the fair to coordinate the assembly of the Pavilion in situ.

The awardee undertakes to pay any fee arising from performance of work outside hours at the trade fair, and any other fee that the trade fair organization might request, both at the beginning and at the end of the trade fair which are not included in these specifications.

2.3. Cleaning

The Pavilion must be completely cleaned one (1) hour before the opening of the Trade Fair, being this whole responsibility of the Contractor.

The successful bidder shall also be responsible for compliance of all regulations established by the Trade Fair Regulations regarding any dumpsters needed for the removal of any materials, as well as for the removal of the materials itself after the closing of the Trade Fair. This must be included in the overall price.

The Pavilion will be considered delivered only if it is completely clean, not only the floor and furniture but also the inside of them. Also, the inside of the storeroom. If this is not done within the deadline (12 hours before the opening), the penalties established in the Specific Conditions will be applied. The company awarded the contract must have sufficient personnel to carry out this task in advance and must also have cleaning personnel for the necessary cleaning during the day prior to the inauguration and on the morning of the inauguration.

Since the trade fair cleaning service is usually overloaded the day before and the morning of the opening, the awardee cannot entrust the entire cleaning work to it. It is essential that the awardee assigns a minimum of 2 of its own personnel to be available and equipped with the necessary cleaning material, regardless of whether the final cleaning work is contracted in parallel with the trade fair cleaning service.

Consequently, a penalty will be contemplated if the construction company does not deliver the Pavilion clean (floor, display cases and furniture) 1 hour before the opening of the fair.

2.4. Dismantling

Dismantling, waste management and any other procedure or fee related to the work covered by this tender shall be borne by the successful bidder.

2.5. Maintenance

The successful bidder undertakes to provide a maintenance service for the Spain Pavilion during all days of the fair, which must be carried out by one or more people with the capacity to repair any breakdown of any kind that may occur. These personnel must be physically present at the fair for the duration of the fair and be able to communicate in Spanish or English.

The successful bidder must build the Spain Pavilion in such a way that any breakdown that may occur could be solved by the maintenance team that remains at the fair. It is therefore advisable to take into account the conditions of the Spain Pavilion and to study a construction system that will allow breakdowns to be repaired within a maximum of 12 hours from the time they are reported.

2.6. Photographic report of the Pavilion

The awarded company shall provide a final photographic report of the pavilion. The report should include at least general views of the islands as well as details of the design, the stands and the institutional area, paying special attention to the visibility of the logos.

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



2.7. Other information

The awarded company shall be obliged to comply with any instructions, corrections and modifications that ICEX may send them, both in the project phase and during the preparation and construction of the Pavilion. Likewise, the awarded company shall agree to work jointly and in coordination with the ICEX team.

ICEX reserves the right to inspect and control the quality of the finishes and the manufacturing process of all materials to be used in the assembly of the Pavilion as many times as it deems necessary. The awarded company shall comply with all guidelines established by ICEX as a result of these inspections.

The more detailed and well-defined the bid is, the better the technical criteria can be evaluated. Likewise, aspects that are not sufficiently explained cannot be evaluated to the fullest extent.

3. 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 place 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



ANNEXES

ANNEX 1 – Legal Documentation to be Submitted

Documentation to be submitted by successful 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 – BIOJAPAN 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

