

SPAIN-POLAND BUSINESS SUMMIT

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

- Spaces:

From February 8th-12th 2025

- Office room for approx. 10-12 people, large rectangular table in the centre with chairs, available 24 hours;

February 11th

- Talk-colloquium room: school style with stage with Davos format, 60 pax, from 16:00 to 17:30 h. approx. (this room should be ready by 12:00 a.m. on the morning of the 11th);
- Set-up of the room for the opening session: 250 theatre style with a stage with Davos format. As a complex audiovisual set-up is required, the room must be available from the morning of 11 February, as the room must be ready by 20:00 on 11 February;

February 12th

- Room for the opening session, for panels and for one of the sectoral workshops. Theatre type format with a stage of Davos format stage, 250 pax, from 08:00 to 12:30 h.
- Two additional rooms for the sectoral panels/workshops to be held simultaneously, theatre format with stage with Davos format, 75 pax per room, from 08:00 to 12:30. One of these rooms should be the one used for the previous day's talk-colloquium, in order to take advantage of the audiovisual set-up.
- Room for B2B, rectangular tables with 4 chairs, on the afternoon of the 12th from 14:00 to 17:00 (number of tables and people to be determined according to the number of Spanish companies with an agenda). For B2B, the main room can be used if the location manager considers that there is time to change the format during lunch.
- Lunch room, from 12:30 to 14:00 h. for approx. 150 pax that offers good views to enhance the networking experience;
- VIP lounge style room with armchairs and low tables, for 15 people, from 07:00 to 15:00.

Catering:

From February 8th-12th

- Coffee in office room for approx. 8 pax;

February 12th

- Welcome coffee (without food) for approx. 200 pax (approx. 60 min) in the foyer of the room for the opening session;
- Coffee and pastries in VIP lounge for approx. 15 pax;

- Coffee with sweet and savory snacks on 12 February for approx. 250 guests (approx. 45 min) in the foyer of the room for the opening session;
- Buffet lunch for 150 people.
- Permanent coffee for B2B lounge in the foyer (from 14:00-17:00 h. approx.);

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

- Five-star hotel, centrally located.
- Sufficient rooms available, each with a good presence and the required capacity.
- The height of the room for the opening ceremony must be adequate for the audiovisual set-up (more than 4 meters, as the height of the stage is 0.60 m., the LED screen must be at least 1.20 m. from the floor so that the speakers seated in front of it do not cover it, and the minimum height of the LED screen is 2 m., to which must be added the backdrop in which it is framed). This room should have natural light to avoid contracting extra lighting;
- The hotel must indicate if it has a dedicated audiovisual provider, and if so must state the name of the company.

The proposal will be considered based on offered prices in zlotys (PLN), excluding taxes, which must be clearly described and separated. The contract will be awarded to the proposal with the lowest total cost (excluding taxes).

If the bid does not comply with the requested requirements, it will be automatically excluded.

Companies interested in bidding may contact ICEX for any clarifications about the brief at tenders@icex.es up to December 10th 2024 at 23:00 AM CET.

The proposal needs to be sent via email **EXCLUSIVELY** to tenders@icex.es **by December 16th 2024 at 10:00 AM CET**. 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.

In Warsaw, on the date of signature,

ICEX Board of Directors,
By Delegation (Resolution of 30 September 2021 BOE [Official State Gazette] of 11 October 2021),

Rocío Chico Hualde
Head of the Economic and Commercial Office in Warsaw

Eligible for co-financing with European Union Funds