

**SPAIN–UK BUSINESS SUMMIT 2025 – ENCUENTRO EMPRESARIAL  
ESPAÑA REINO UNIDO 2025**

**VENUE QUOTATION REQUEST**

**Organisers:**

ICEX, Economic & Commercial Office of Spain in London  
In collaboration with CEOE and the Spanish Chamber of Commerce

**Event Date:**

23 October 2025

We invite you to submit a quotation for hosting the annual Spain–UK Business Summit. This event will bring together Spanish and British businesses to explore investment and partnership opportunities in the following sectors:

- Life Sciences
- Infrastructure: water, renewable energy, nuclear energy, and transport

**VENUE AND CATERING REQUIREMENTS**

**Venue Requirements**

**October 20–23, 2025:**

- Office/staff room for 10–12 people, equipped with a large rectangular table and chairs. Room must be accessible 24 hours.

**October 22, 2025:**

- Main/opening session room for 250 guests (theatre style), Davos format stage. The room must be available starting in the morning and fully set up for complex audiovisual requirements by 20:00.

**October 23, 2025:**

- Main room for opening and plenary sessions (theatre style, 250 guests, Davos stage), 08:00–13:00.
- Two additional workshop/panel rooms (theatre format, stage, 80 participants each), 08:00–13:00.
- B2B meetings room: Tables with four chairs, available 14:00–17:00. The main room can be repurposed for meetings if format changes are possible during lunch.
- Lunch room for 200 guests (seated and/or on poser tables), 12:30–14:00.
- VIP lounge-style room for 12 people (armchairs and low tables), 07:00–15:00.

*“This service can be subject to European Union’s financing through the European Regional Development Fund (ERDF).”*



## **Catering Requirements**

### **October 20–23, 2025:**

- Coffee and water in the office/staff room (approx. 8 people).

### **October 23, 2025:**

- Welcome coffee (no food) for 200 guests, 60 min in opening session foyer.
- Coffee, tea, water, pastries for 12 in VIP lounge.
- Coffee with sweet/savoury snacks for 250 guests, 45 min in main room foyer during registration.
- Buffet lunch for 200 guests (seated and/or poser tables).
- Permanent coffee station for B2B lounge, 14:00–17:00.

### **Technical and Image Requirements**

- The venue must be of a high standard, suitable for a national business event, and well-located for easy access by public and private transport.
- All rooms must meet capacity and presentation requirements.
- The main ceremony room must have a minimum ceiling height of 4 meters to accommodate:
  - o Stage height: 0.60 m
  - o LED screen: Minimum 2 m high, positioned at least 1.20 m above floor level, with appropriate backdrop.
- Indicate if the venue has a dedicated AV provider and specify the company.

## **PROPOSAL SUBMISSION AND EVALUATION**

- Please confirm venue availability for the required date.
- Submit a detailed quote in pounds sterling (GBP), clearly stating the price excluding taxes and service charges, but indicating these amounts separately.
- Proposals will be evaluated strictly on the lowest total cost (excluding taxes and service charges) for a minimum of 250 guests, provided all requirements are fully met.

## **SUBMISSION INSTRUCTIONS**

Questions may be sent to ICEX at [tenders@icex.es](mailto:tenders@icex.es) by 18 September 2025, 9:00 AM CET. Final proposals must be sent exclusively to [tenders@icex.es](mailto:tenders@icex.es) no later than 22 September 2025, 9:00 AM CET. Attachments must not exceed 4MB; use a verified file transfer service for larger files.

In London, on the date of signature,

ICEX Board of Directors,  
By Delegation (Resolution of 5<sup>th</sup> March 2025 BOE [Official State Gazette num. 67 dated 19<sup>th</sup> March 2025])

Gonzalo García Andrés  
Chief Economic and Commercial Counsellor in London

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