

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

### AUDIOVISUAL SERVICES 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

#### **Event Venue:**

Institute of Directors  
116 Pall Mall  
London SW1Y 5ED

We invite you to submit a quotation for AV Services for 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

### AV REQUIREMENTS

#### **October 20–23, 2025:**

- Office/staff room for 10–12 people, equipped with a colour laser printer to be used with cardboard (up to 300g). Ready to be connected to our laptops.

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

- Main room for opening and plenary sessions (theatre style, 250 guests, Davos stage), 08:00 AM–1:00 PM.

Main/opening session room for 250 guests (theatre style), Davos format stage, digital speaker podium, LED screen built into the backdrop/LED screens on the side panels of the backdrops, Closed-circuit television system to broadcast on the LED screen, LED comfort TV in for speakers, Sound system and mixer table with audio outputs for press, Laptop connected to the LED screen to project videos and presentations, Double microphone for the digital podium, Wireless microphones, Lavalier or lapel microphones, Audio and image technical staff.

Set up must be starting 22<sup>nd</sup> October and complete by 8:00 PM.

- Workshop/panel room (theatre format, stage, 80 participants each), 08:00AM–1:00 PM. Davos format stage with speaker podium, LED screen built into the backdrop/LED screens on the

side panels of the backdrops, Closed-circuit television system to broadcast on the LED screen, LED comfort TV in for speakers, Sound system and mixer table with audio outputs for press, Laptop connected to the LED screen to project videos and presentations, Double microphone for the digital podium, Wireless microphones, Lavalier or lapel microphones, Audio and image technical staff.

- B2B meetings room: Plugs and extension cords for laptops.

#### **Other Requirements**

- 20 roll ups (0,80x2m, portrait format)
- Registration and Photocall backdrop

#### **PROPOSAL SUBMISSION AND EVALUATION**

- Please confirm 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), provided all requirements are fully met.

#### **SUBMISSION INSTRUCTIONS**

Questions may be sent to ICEX at [tenders@icex.es](mailto:tenders@icex.es) by 3<sup>rd</sup> October 2025, 9:00 AM CET.

Final proposals must be sent exclusively to [tenders@icex.es](mailto:tenders@icex.es) no later than 6<sup>th</sup> October 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