



**CALL FOR A CONSTRUCTION TENDER AT THE FOLLOWING TRADE FAIR:
FOOD & HOTEL ASIA 2026**

The Trade Commission of the Consulate-General of Spain in Singapore 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
FOOD & HOTEL ASIA 2026	April 21 st -24 th , 2026	Singapore Expo, Singapore	249 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: **249 sqm.**

The price offered shall be of **maximum USD 400/m²; VAT excluded.**

The price tendered by the bidding company for the estimate 249 sqm of the net surface of the Pavilion may not exceed ninety-nine thousand six hundred USD (99,600 USD) - USD 400 x249 sqm-, VAT excluded. Any quotation exceeding these amounts will be dismissed.

The above total amount (99,600 USD) 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 no later than **February 12th, 2026, at 9.30 pm Singapore local time.** Proposals not submitted within the deadline will be automatically excluded.

Singapore, 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

Antonio García Rebollar
Economic and Commercial Counsellor Trade Commission of Spain in Singapore

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 FOOD&HOTEL ASIA 2026 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
FOOD & HOTEL ASIA 2026	April 21 st -24 th , 2026	Singapore Expo, Singapore	249 sqm

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 decoration of the Pavilion of Spain at the FOOD & HOTEL 2026 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
<i>DOCUMENT 3: ECONOMIC OFFER AND AUTOMATIC CRITERIA</i>	32
C.1. Economic Offer /Budget <u>(Economic Offer /Budget 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"	MAX:30
C2.-Environmental criteria <u>(Criterion to be evaluated by automatic criteria must be in Document 3)</u>	2
The proposal includes materials whose composition is recyclable and environmentally friendly, 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. 2 points)	YES: 2 NO: 0



<i>DOCUMENT 2 CRITERIA TO BE EVALUATED BY MEANS OF A VALUE JUDGMENT</i>		68
C3.-Materials and construction systems (Criterion to be evaluated by means of a value judgment must be in Document 2)		46
<p>The following aspects are assessed:</p> <p>Identification elements at height floors and walls: up to 23 points</p> <ul style="list-style-type: none"> • Type of materials and composition intended for elevated identification elements, as well as for floors and walls. Both the base structures and the final finishes of the pieces must provide a continuous surface without visible projections. Lightness is also valued. <u>Maximum: 10 points.</u> • Mechanization and assembly of elevated identification structures and booth components, including structures supported on the booths and those suspended from the hall ceiling, as well as floors and walls. Preference is given to construction components delivered to the fairgrounds ready for quick and mechanized assembly. Time efficiency during installation is assessed, particularly for the assembly of floors, walls, and elevated national identification elements. <u>Maximum: 9 points.</u> • Type of materials and composition used for the identification of the three-dimensional letters “Spain/España.” Visibility, color, and lighting are assessed to ensure maximum visual impact. <u>Maximum: 4 points.</u> 	MAX: 23	
<p>Separations between booths: up to 7 points</p> <ul style="list-style-type: none"> • Type of materials and composition. Smooth surfaces are assessed. <u>Maximum: 2 points.</u> • Installation system. It is valued that the system allows quick and easy handling. <u>Maximum: 2 points.</u> • Integration of company identification. Continuity and the incorporation of backlighting are valued. <u>Maximum: 3 points.</u> 	MAX: 7	
<p>Graphics on Walls: up to 5 points</p> <ul style="list-style-type: none"> • Type of materials and composition. The adaptability of the materials to flat surfaces (flexibility), their weight, and their resistance to environmental conditions, particularly heat and cold—are assessed. <u>Maximum: 3 points.</u> • Installation system. It is valued that the system allows quick and easy handling and ensures proper tension of the graphics to avoid wrinkles and misalignment. <u>Maximum: 1 point.</u> • Printing system. The color quality and image sharpness are assessed, as well as the type of inks used and their adherence to the base material. <u>Maximum: 1 point.</u> 	MAX: 5	



<p><u>Furniture and storeroom: up to 11 points</u></p> <p><u>Furniture.</u></p> <ul style="list-style-type: none"> • It will be assessed whether the maximum amount of furniture per sqm is included. <u>Maximum: 2 points</u> • Furniture must be white, of Spanish design, with wood details: <u>Maximum 3 points</u> • The inclusion of podiums in three different heights (50,75,100 cm). <u>Maximum: 2 points</u> <p><u>Storerooms.</u></p> <ul style="list-style-type: none"> • The storage area must include a graphic image. Smooth surfaces with no visible knobs will be valued. <u>Maximum: 2 points.</u> • The door and the space to open it must be painted in a single color. It will be valued if the pain covers both the door and the walls <u>Maximum: 2 points.</u> 	<p>MAX: 11</p>	
<p>C4. Lighting (Criterion to be evaluated by means of a value judgment. It must be included in Document 2.)</p>		<p>22</p>
<p>The following aspects are assessed:</p> <ul style="list-style-type: none"> • <u>Walls of the booths:</u> The requested high-efficiency LED projectors are assessed based on their degree of adjustability, integration into the project design, illumination level, and color temperature. <u>Maximum: 6 points</u> • <u>Work areas of the stands:</u> The requested LED projectors or equivalent lighting systems are assessed base on their degree of adjustability and integration into the project design, as well as their illumination level and color temperature. <u>Maximum: 6 points.</u> • <u>Product display shelves:</u> The illumination level and color temperature of the requested high-efficiency LED luminaires with diffusion are assessed. <u>Maximum: 2 points.</u> • <u>Showcases lighting:</u> The LED lighting system used in the base, sides, and front panels of the glass showcases is assessed, considering the illumination efficiency and color temperature. <u>Maximum: 2 points.</u> • <u>Overhead identification lighting:</u> Three-dimensional backlit lettering, 3D logos, and 8T-tubes must provide provide homogeneous illumination with a cool-white color temperature (between 5,000–6,000 K) and excellent color rendering (Ra 80–100). <u>Maximum: 6 points.</u> 	<p>MAX: 22</p>	
<p>Total</p>		<p>100</p>

Responses in sections C3 and C4, 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 (34 points) in sections C3 and C4 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 **NINETY-NINE THOUSAND SIX HUNDRED US DOLLARS (USD 99,600)** - 400 x 249 sqm, VAT excluded



Any quotation exceeding this amount will be dismissed.

This is an estimated cost; if the m² or elements of the Pavilion vary, it will imply a variation of the cost, 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 period of the Contract and following extensions unless express Contract thereon 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 equipments 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 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.
- Water supply for the ICEX information booth, including a water fountain with jerry can refills (minimum 2 refills per day).

No additional extra costs will be accepted under any circumstances.

The price does not include the following:

- Structural suspension of the ID element: Only in the event that ICEX decides to suspend the structure supporting the ID element at height, ICEX shall bear the corresponding cost.

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 **three hundred eighteen thousand seven hundred twenty USD (USD 318,720)**, USD 400 x 249 sqm, VAT excluding which includes the following amounts:

- Main contract maximum budget: USD 99,600.00
- First extension maximum budget: USD 99,600.00
- Second extension maximum budget: USD 99,600.00
- Modifications (máx. 20%): USD 19,920.00

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 contract price, shall be paid within thirty (30) days after the conclusion of the fair, upon submission of the corresponding invoice, issued in United States dollars (USD), once any applicable penalties have been deducted.

If the trade show is not held, or the Pavilion is cancelled, ICEX shall only reimburse the expenses incurred by the Contractor from the date of award of this contract (and directly related thereto) until the date on which ICEX formally notifies the Contractor of this circumstance. To be reimbursed, the Contractor must first submit all documentary evidence and invoices for the expenses incurred up to that date. Similarly, the Contractor shall reimburse ICEX for any amounts advanced corresponding to 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.)
Paseo de la Castellana 278
E-28046 Madrid (Spain)
VAT number: ESQ - 2891001F (ICEX is VAT registered in Spain)
- And dispatched to:
ICEX España Exportación e Inversiones, E.P.E.
Economic and Commercial Office
7, Temasek Boulevard, 19-03, Suntec Tower One
Singapore 038987

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 Singapore. The currency of the payment will be EUR regardless of the currency stated in these specifications, based on 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 on the Economic and Commercial Office of Spain in **Singapore** website [link](#). and also, on ICEX's web ([link](#)).



The Companies interested in bidding may contact ICEX (tenders@icex.es) with any questions about the brief up to tender before **February 10th, 2026, at 9.30 pm. Singapore 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 **February 12th, 2026, at 9.30 pm. Singapore local 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 USD 132,300, 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
- Photographs or 3D renderings of the furniture.
- Perspectives and/or 3D computer renderings demonstrating a clear understanding of the project.

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 **USD 400 x 249 sqm = USD 99,600 USD**, 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:

President	Pablo Conde Díez del Corral	General Director of Internationalization
Substitute	Blanca Fernández Barjau	Director Promotion Tools in Foreign Markets
Member	Luis Mayoral Gabaldón	Deputy Director in Creative Industries Department
Substitute	Antonio García Rebollar	Trade commissioner at the embassy of Spain in Singapore
Member	Blas García Zornoza	Trade Analyst at the embassy of Spain in Singapore
Substitute	José Loira González	Head of Construction and Tourism Solutions in Creative Industries Department
Member	Paula Cantero Morán	Member of Hospitality equipment in Creative Industries Department
Substitute	Diana Vázquez Caneda	Head of Department Promotion Tools in Foreign Markets
Secretary	Pedro Patiño Segura	Head of Procurement Department
Substitute	M ^a 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 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.

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 2027, 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 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 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: singapur@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.

TWENTY-TWO- Recovery and Resilience Facility (RRF)

The present file, promoted by ICEX Spain Trade and Investment, E.P.E. (“ICEX”), aligns with the priorities of national and European economic policies aimed at revitalizing and modernizing the productive fabric. It is part of the Recovery, Transformation and Resilience Plan (PRTR), financed by the European Union through the Next Generation EU Fund.

The modification of the PRTR through the DANA Addendum, approved by the Council of Ministers by Resolution of September 16th, 2025, and published in the Official State Gazette (BOE) on September 17th, 2025, is not merely a support measure for recovery and resilience in response to natural disasters. It represents a commitment to revitalizing and modernizing the productive fabric, while strengthening the country’s capacity to respond to increasingly frequent external shocks, whether natural disasters linked to climate change or economic disruptions arising from international circumstances, such as sudden changes in tariff policies.

Additionally, this Component 32 is supported by the Council Implementing Decision amending the Implementing Decision of July 13, 2021, regarding the approval of the evaluation of Spain’s Recovery and Resilience Plan, adopted at the Economic and Financial Affairs Council of the European Union on October 10, 2025.

Within the DANA Addendum, the Recovery, Transformation and Resilience Plan includes, among other initiatives, the strategic program “Business Internationalization Programs,” linked to ICEX Spain Trade and Investment’s area of competence. The actions under this new component contribute to four of the six pillars of the Recovery and Resilience Facility:

1. A decisive contribution to the green transition
2. Support for the digital transformation of society
3. Promotion of smart, sustainable, and inclusive growth
4. Strengthening of social and territorial cohesion

The new component will finance, with Next Generation EU funds, a series of investments that can be executed before mid-2026, the deadline for the implementation of the Recovery, Transformation and Resilience Plan.

This procurement file is financed by the European Union’s Recovery and Resilience Facility, established by Council Regulation (EU) 2020/2094 of December 14 and Regulation (EU) 2021/241 of February 12, 2021, of the European Parliament and the Council, which regulate and approve the European Union Recovery Instrument to support recovery following the COVID-19 crisis, and the Recovery and Resilience Facility (RRF). Specifically, this action falls under Component 32 related to Support for Recovery and Resilience in response to natural disasters, and within it, Investment 05 on the evaluation



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DE ECONOMÍA, COMERCIO
Y EMPRESA

ICEX



Plan de Recuperación,
Transformación y Resiliencia

of support programs for the internationalization of companies in territories affected by the DANA and to address the tariff crisis.

Its financing is expected to be fully covered by appropriations from service 50 “Recovery and Resilience Facility,” under the budget of the Ministry of Economy, Trade and Enterprise through corresponding capital transfers from the State Secretariat for Trade to ICEX during fiscal years 2025 and the first half of 2026.

SECTION B - TECHNICAL SPECIFICATIONS

SPECIFICATIONS OF WORKS:

Trade Fair	Date	Venue	Estimated surface
FOOD & HOTEL ASIA 2026	April 21 st -24 th , 2026	Singapore Expo, Singapore	249 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 contractor shall be responsible for equipping the pavilion spaces in accordance with any needs that may arise, including, but not limited to, work areas, demonstration zones, or similar functional requirements. This provision shall also apply in situations where an exhibiting company withdraws from the pavilion and ICEX decides to reassign a new purpose or function to the vacated space.

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:



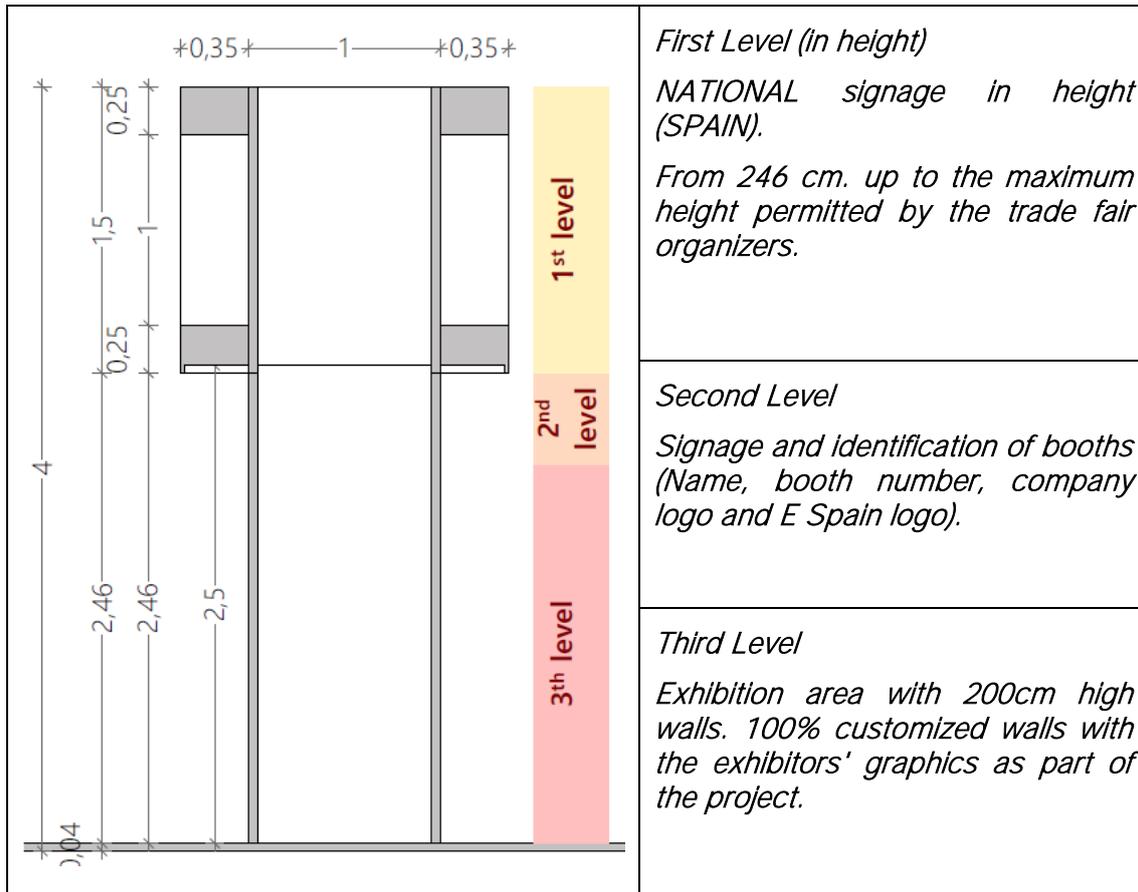
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1. DESIGN AND CONSTRUCTION

The design of the Spain Pavillion, 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 main basis of the project is based on the differentiation of three levels of communication:

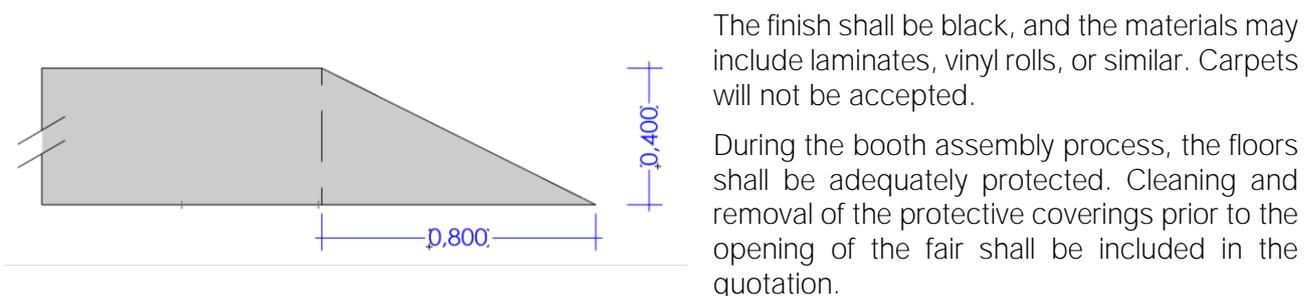


2. FLOORING

The floors shall be constructed using a system that allows the passage of cables and installations to be concealed without distorting or interrupting the continuity of the surface.

The floor height shall not exceed 4 cm. If a greater height is required, the floor must incorporate a wedge-shaped perimeter ramp around its entire outer edge to ensure full accessibility for all visitors.

This wedge shall be designed according to the following size scale: X cm height (max. 4cm) x 2X cm linear development. A graphic section is provided for reference:





The contractor shall comply with, and include in the proposal, all accessibility requirements established by the trade fair organizers.

All floor finishings must comply with the following conditions:

- Proven durability based on prior experience.
- It shall be easy to clean by domestic procedures.
- The finish shall be non-slip.
- The edges of the level change shall be sufficiently protected.
- The positioning to the base shall ensure the stability of the finish under very high traffic.
- The platforms where applicable shall be rigid, flat and stable. They shall withstand a minimum of 250 kg/sqm.
- The materials must be explicitly fireproof, always observing the specific requirements of the contract.

Aspects to be assessed in the criteria table:

MATERIALS AND CONSTRUCTION SYSTEMS:

Identification elements at height floors and walls: (max 23 points)

- Types of materials and composition. (max 10 points)
- Mechanization and assembly. (max 9 points)
- Type of materials and composition for 3D “Spain/España” letters. (max 4 points)

3. REAR WALLS

The rear walls shall be the axis that configures the contracted spaces for the pavilion. They shall be raised to a maximum height of 250cm. above ground level (including the thickness of the stand floor), and shall delimit the storage areas, the depth of which shall be 100cm.

The side walls shall be set back 10cm from the edge of the platform and will be covered with institutional graphics.

The resulting structure shall comply with the following objectives:

- Principle of stability.
- Capacity to accommodate maximum storage for exhibitors' goods.
- Ability to conceal the electrical panels and lighting equipment inside (space shall be provided to conceal the electrical panels at the ends of the islands). In any case, electrical switchboards may not be placed in the storage spaces allocated to the booths.
- Continuous look construction without interruptions. Concealed internal structure.

Aspects to be evaluated:

The back walls will serve as support for personalized graphics. The parts not covered by graphics will have a matt white finish.



3.1. PERSONALISED GRAPHICS FOR EACH BOOTH.

The focus of the project is the custom designed graphics that each booth will have to cover the entire dimension of its back wall (in height-200cm x the individual length of each booth), as part of the project design, included in the tender price.

The tender will include the production and installation of graphic material, which will be made on the back walls of the booths on high quality adhesive vinyl or canvas. Rigid or semi-flexible support will not be accepted for the graphics. The graphics shall cover the entire wall, in height and length, including the door panel of the warehouse, which shall not have visible opening knobs to avoid protrusions in the view of the graphics. The graphics shall be neatly stretched and the visible edges, including those of the storeroom door, shall be straight and neatly trimmed.

The company awarded the contract shall be responsible for attending to, supervising, and coordinating the reception of the final artwork of the graphics that each exhibitor shall send them for subsequent production and installation, tasks that shall be carried out by the company awarded the contract and which are included in the bid.

MATERIALS AND CONSTRUCTION SYSTEMS:

Separations between booths (max 7 puntos)

- Type of materials and composition. (max 2 points)
- Installation system. (max 2 points)
- Integration of company identification, backlighting. (max 3 points)

3.2. SIGNAGE AND IDENTIFICATION OF BOOTHS.

It shall occupy the upper part of the wall in a continuous strip approximately 50 cm high and shall include the following identifying elements:

- Exhibitor company name.
- Booth numbers.
- Company logo in cut vinyl.
- “España” (Spain) logo.

The company names and booth numbers shall be in black, uppercase letters, using the Helvetica Neue font.

The awarded company shall be responsible for coordinating and collecting the artworks from the exhibitors and for designing the booth identification according to the instructions provided by ICEX.

Aspects to be evaluated in the criteria table:

MATERIALS AND CONSTRUCTION SYSTEMS:

Identification elements at height (max 23 puntos)

- Types of materials and composition. (max 10 points)
- Mechanization and assembly. (max 9 points)
- Type of materials and composition for 3D “Spain/España” letters. (max 4 points)

3.3. STOREROOMS

The doors of the storerooms will have the same finish as the rest of the wall and will also serve as a base for the personalization of booths with graphic images, so they will not have visible knobs. The interior will be equipped with shelves (4 levels) and with wall hangers for coats.

Storerooms will include at least 1 electrical outlet. The power supply shall be defined according to the needs of each exhibitor. The socket must have a minimum capacity that meets these requirements

The storeroom door will have a lock. At least 2 copies of the key will be provided to exhibitors.

Some exhibitors may require water for their machinery.

The awardee company will manage the delivery of keys to the exhibitors.

Aspects to be assessed in the criteria table:

MATERIALS AND CONSTRUCTION SYSTEMS:

Storerooms elements (max 4 points).

- Graphic image and surface finish. (max 2 points).
- Door and surrounding painted area. (max 2 points).

4. DIVIDING WALLS BETWEEN BOOTHS

The separation between booths will be made with partitions whose height will be 200 cm. These walls may incorporate graphics if requested by the exhibitor. At the end facing the aisle, an identification element will be added, displaying the booth name and number.

MATERIALS AND CONSTRUCTION SYSTEMS:

Separations between booths (max 7 puntos)

- Type of materials and composition. (max 2 points)
- Installation system. (max 2 points)
- Integration of company identification, backlighting. (max 3 points)

5. BASIC EXHIBITION FURNITURE INCLUDED IN THE OFFER

One set of furniture is 0

- 1 white round table with laminated top.
- 4 white chairs per table.
- 1 wastebasket
- 4 white melamine podiums. The exhibitor may choose among following sizes, (50x50x100 cm, 50x50x75cm, 50x50x50 cm). Two podiums of the same size may be replaced by a double one without visible joining elements. See enclosed plans.
- 1 lockable counter (100x50x100 cm.) made of white melamine or white-finished wood. It must include lockable storage space with an inner shelf. The quality and simple design of



this counter will be appreciated. No aluminium modular system accepted. A logo occupying the complete front of the counter is required.

- 2 double 500-Watt power socket for every 9 sqm. of booth space, to connect chargers, laptops, etc. installed inside the counter display and in the side wall.
- 1 storage room with a lockable outswing door, finished in red and yellow paint for each exhibitor. See enclosed plans.
- Shelves with 4 levels, 1 socket and 1 wall-mounted coat hanger inside the storage room are required.
- 1 small waste bin, with set of rubbish bags for all exhibitors.
- Installation of 24hrs. power socket for cooling and cooking equipment. Power supply is not included in the offer, but installation of the socket must be provided by the awardee company when required.

Tables and chairs

Tables should preferably be white circular (approx. 80cm in diameter), avoiding glass or transparent tops.

Chairs should be white, comfortable, ergonomic and stackable, preferably of Spanish design.

Showcases with lighting:

Exhibitors will be able to apply for lightened showcase instead of normal counter. It will include LED lighting and exhibiting space for small pieces.





Aspects to be assessed in the criteria table:

MATERIALS AND CONSTRUCTION SYSTEMS:

Furniture elements: (max 7 points).

- Maximum furniture per sqm. (max: 2 points)
- White furniture of Spanish design with wood detail. (max 3 points)
- Podiums in three heights (50, 75, 100 cm). (max 2 points)

6. LIGHTING

We want to emphasize the importance of this section within the decoration tender.

6.1. LIGHTING OF THE WALLS AND WORK AREA OF THE BOOTHS

The lighting projects presented must satisfy the following technical characteristics:

- The lighting will use LED technology.
- All lights must have the same cool white color temperature (between 5,000-6,000K) and excellent color rendering (Ra 80-100).
- The spotlights and luminaires used will be perfectly integrated into the decoration project (from an aesthetic point of view).
- The lighting will be homogeneous; it will not cause uncomfortable shadows or glare.
- For the work area of the booths, light intensity will be at least 600 lux, Considering a 200 lux of environment lighting.
- The lighting on the upper shelf will be at least 1000 lux. Considering a 200 lux of environment lighting.
- Lighting must achieve at least 1000 lux of illumination over the full height and length of the booth walls. This minimum light output shall be considered for the lower part of the wall considering it to be white or light colored. The light output shall not be less than 450 lux in situations where the wall or graphic is black or dark in color. All lights must have the same cool white color temperature (between 5,000-6,000K) and excellent color rendering (Ra 80-100). They will be considered 200 lux of environment lighting.

Information must be provided on the technical characteristics of the luminaires, as well as their distribution in the project.

6.2. ILLUMINATION OF THE IDENTIFICATION IN HEIGHT.

All illuminated 3D-lettering shall have homogeneous illumination of the same cool white color temperature (between 5,000-6,000K) and excellent color rendering (Ra 80-100).

Aspects to be assessed in the criteria table:

LIGHTING

Lighting elements: (max 22 points).

- Walls of the booths. (max 6 points)
- Work areas of the stands. (max 6 points)
- Product display shelves. (max 2 points)
- Showcases lighting. (max 2 points)
- Overhead identification lighting. (max 6 points)

7. OVERHEAD'S SIGNAGE

7.1. DESCRIPTION:

The Spain pavilions will be identified at height, above the stand level, by means of large horizontal prismatic volumes that will crown all the spaces destined for the National Pavilion.

These volumes are conceived as large boxes. To ensure the stability, strength, and structural support of each piece, every volume shall be built with an internal reinforcement.

The main element for national identification consists of a framed structure that supports the "Spain" lettering. All these frames are concealed by irregular strips of red and yellow fabric in varying widths and shades.

They will be internally illuminated.

PANTONE RED 485C & PANTONE YELLOW 116C.



7.2. MEASUREMENTS

The prism that will define the identification in height will be able to be between 170-200cm deep, its length will vary according to the island or peninsula. The height of the signage will be 250 cm approx. above the level of the exhibition floor and must always be adjusted to the maximum height permitted by the exhibition organizers.

The lower part will have a 10 cm. approx. recess to hide the spotlights used to illuminate the booths.



7.3. MATERIALS.

The finish must give a sense of continuity. The structure used may be aluminum profiles, wooden frames, or any other structure provided that it is completely hidden.

The overhead structure is made of a structure of light frames wrapped by irregular different width and tones of red and yellow tissue strips. The cloth bands should not have a width of less than 10 cm. and not more than 25-30 cm.

"Spain" letterings which can be produced in a light material are to be supported by a light structure, which has to be invisible, hidden by the cloth bands. Dimensions of the texts are 5.60 m. (L) x1.00 m. (H). A margin of 20cm. is left between the lettering and the perimeter of the box. Text is red and yellow paint finish (the opposite color to the cloth bands on which it is placed).

7.4. PARTITION WALLS

All separation walls between booths will be 2,00 m (H); 2,00 m. (L) . They will be white. These walls are a little bit separated from the lightboxes so they must be well anchored and secured.

All walls and storage rooms, although they may not appear on the enclosed documents, will be built by the contractor at no extra cost.

For all the walls, modular systems with visible joint elements will not be admitted. A continuous look has to be achieved without any space of structural elements between the panels.

Construction details for the structure and walls are required.

Texts, sizes and fonts will be as follows:

- Spain/ España. Typography: HelveticaNeueLT Pro-75 Bd. All the 3d letters and logos, must be backlit as in the following scheme:



The lighting should be very bright and intense. All lights shall have the same cold white color temperature (between 5,000-6,000K) and excellent color rendering (Ra 80-100).

The successful bidder must propose a system for placing the lettering in the "scenography space", concealing the wiring and ensuring that the fastening elements are completely unnoticed and avoid concealing other lettering or lighting elements.



8. INSTITUTIONAL AREAS. Icx's booth

8.1. ICEX INFORMATION BOOTH

All ICEX information booths will have at least:

- 1 ICEX information counter of simple design with interior storage for promotional material and leaflets with key and interior shelves [approx. 120 cm(L) x 50 cm(W) x 100 cm(H)]. ICEX logos cutting vinyl will be included on the front of the counter. No aluminum modular system will be accepted. Must include a 500W double power socket inside.
- 1 or 2 high white bar table 60cm Ø (*when it is required*)
- 4 or 6 high white chairs (*when it is required*)
- Four white chairs
- 1 round white table 80 cm Ø
- A waste bin.
- Full walls graphics.
- Relaxed meeting space with low armchairs, low table and floor lamp. 1 double 500 W power socket (when it is required).
- LED screen, 70"-80" with HDMI and USB input, (*when it is required*). ICEX will provide the contractor with the videos to be mounted on a carousel.

A storage room to accommodate:

- Small fridge A+ in energy consumption and 24hrs power socket.
- Coffee machine with capsules (50 per day), milk (50 individual capsules/day) and teaspoons (50 per day).
- Water fountain with jerry can refill (2 refills per day).
- Shelving with 5 shelves
- 500 W power sockets required.
- Wall-mounted coat and bag racks.
- Locker cabinet or similar
- Cleaning set with paper towels and cleaning liquids.

9. ELECTRICITY AND LIGHTING

The entire installation must comply with the regulations dictated in this respect by the fair authorities, and the successful bidder shall submit all documentation requested for this purpose.

Prior to each assembly, the company awarded the contract will check the suitability of the electrical installation with the fair's technical supervisors.

The successful bidder shall be responsible for the management of the request for electricity contracts and shall submit to ICEX, prior to the final formal request, a summary of the requests to be generated for its approval. These expenses are part of the bid price.



The distribution and connections from the outlets to each of the booths, with their complete electrical installation, will be the responsibility of the successful bidder, and must be included in the price of the decoration.

Likewise, when required, there will be specific accessible compartments for the electrical panels and cabinets. These cabinets must be fully integrated into the design and aesthetics of the pavilion and must be freely accessible to fair organization, avoiding their placement within the storage spaces of the booths.

Lighting equipment must be sufficiently protected for use in the country of assembly and must comply at all times with the technical regulations of the trade fair organization.

10. PLUMBING

The contractor will be in charge of supplying the sinks for the water areas requested for each fair, and according to the situation indicated in the distribution plan to be validated with the successful bidder.

The successful bidder shall be responsible for managing the request for water/drainage connections and shall submit to ICEX, prior to the final formal request, a summary of the requests to be generated for approval. **These expenses are part of the bid price.**

11. CLEANING OF THE PAVILION AND COLLECTION OF DISPOSABLE MATERIALS (during assembly, celebration and dismantling periods).

The awarded company shall deliver the Pavilion completely clean at least 12 hours before the official inauguration.

The awarded company will be responsible for the daily cleaning of the Pavilion during the days of the fair and for the supply of garbage bags and any necessary bins.

In addition to the standard cleaning service indicated above during the days of the fair, the successful bidder will establish a permanent cleaning service to attend both the booths that cook or do tastings, as well as the washing areas that need an instant and continuous waste and garbage removal service.

The cleaning of the booths will include the storage areas, exhibition furniture (interior and exterior), showcases, shelves, waste garbage cans, chairs, tables, floors and walls.

The cleaning service of the pavilion will be included in the company's offer.

In the event that the regulations of the fairs require the hiring of garbage containers for the removal of disposable materials, the costs of such rental, garbage removal and cleaning of aisles shall be borne by the assembler with regard to waste attributable not only to the exhibitors' material but also to that coming from the construction components of the booths of the Spanish pavilion.

The contractor shall be responsible for organizing and requesting containers for the collection of waste from all the material (constructive and exhibitors of the Spanish pavilion) and **shall be responsible for any payment required by the fair organization for these services.**

The awarded company must comply with the dismantling stands schedule as by the terms and provisions contemplated in the Fair Ground Regulations.



12. FEES FOR ADVANCE SET-UP OR RENTAL OF SPACE FOR OUT-OF-HOURS WORK INSIDE THE FAIRGROUNDS

The awardee undertakes to pay any fee corresponding to the rental of space for out-of-hours work within the Fair Precinct, as well as any other fee that may be required by the Fair Organization, both at the beginning and at the end of the Show and which are not contemplated in these specifications.

In this regard, the successful bidder must respect the assembly schedule established by the Fair. Any additional assembly days that must be contracted for the perfect execution of the construction work shall be at the expense of the decorating company.

13. WIFI SERVICE FOR THE PAVILION

The Contractor will be in charge of taking the provision and installation of WI FI service for the entire Pavilion.

The wi-fi service is not part of the economic offer.

14. FIRE REGULATIONS

When required by the Fair Organization, the awarded company shall supply, within the bid price, the necessary fire extinguishers to ensure the neutralization of any possible fire incident, with a minimum of one 5 kg. extinguisher for each 100 sqm of gross exhibition area.

These will bear the certificate of filing and expiration date. In the event that trade fair regulations require a greater number of extinguishers per sqm, it shall be the responsibility of the successful bidder to supply them at no extra charge.

All materials used in the construction of the booths must be fireproof and have the certificates of approval required by the organization of the event.

15. SANITARY REGULATIONS

The awarded company shall have a first aid kit in the Pavilion.

The awarded company will supply hydroalcoholic gel to all exhibitors and will mount methacrylate screens on the counters if required by the Fair Organization. The successful bidder undertakes to respect and assume all the required sanitary regulations.

16. OTHERS

The use of the Pavilion shall be on a rental basis.

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

The transport and storage of materials or decorative elements of the Pavilion shall be at the expense of the company awarded the service which may use any means of transport.

The contractor shall be responsible for the management and contracting with the fair of all the permits necessary for the execution of the Spain Pavilion and for compliance with the fair regulations both in technical aspects and in safety and fire protection. Specifically, the company awarded the contract must ensure that the materials and solutions proposed comply with trade fair regulations.

The awarded company will submit, if requested, the complete project for the Spain Pavilion to the fair organization for approval and authorization within the deadline established by the fair. For this purpose,

the Department of Trade Fair Architecture of ICEX will provide, sufficiently in advance, the final plan of the Spain Pavilion, the list of companies participating in the fair and the regulations of the Trade Fair Organization.

The awarded company shall be obliged to comply with any instructions, corrections and modifications that ICEX may send it, both during the design phase and during the assembly of the Spain 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 the materials to be used in the assembly of the Spain 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.

All materials used in the construction of the booths must have the homologation and fireproofing certificates required by the organizers of the event.

The awarded company will provide the necessary maintenance personnel, including an interlocutor with executive capacity to approve of the necessary interventions. These personnel must be physically present at the fair for the duration of the event and be able to communicate in Spanish.

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

The company will bring to the fair a complete cleaning kit for each institutional retail stand, which will include at least a 6-pack of paper rolls, 2 containers of cleaning fluid, and 5 cutters.

Environmental and sustainability considerations: In order to improve management aimed at sustainability, the environmental impact on the surroundings becomes a relevant variable in ICEX activities as differentiating factors that will be mandatory in this project.

To this end, proposals will be sensitive to environmental protection in order to contribute to the prevention of pollution. Environmental management will be considered a strategic element as a competitive advantage over competitors in order for ICEX to become a reference for the sector.

Technical dossier must include:

- a) Location plan.
- b) Architectural plan with dimensions.
- c) Dimensioned general elevations.
- d) Standard booth: elements including the booths (plan, elevations and 3D).
- e) Infographics of the project.
- f) Details of the furniture.
- g) Dimensions of each exhibitor graphic wall.
- h) Catalog of the basic furniture set included in the booths, dimensioned and accompanied by photos.

Catalogue of services and additional elements: must include photographs, dimensions, description and price of the following elements:

- a) White chair
- b) White round table 80 cm Ø
- c) White high stool
- d) White round bar table 60 cm Ø; 105 cm/H



- e) Showcase counter (Installation included)
- f) 42" TV (Installation included)
- g) 32" TV (Installation included)
- h) Mini fridge
- i) Refrigerator with freezer
- j) Induction cook top
- k) Storage shelves
- l) Capsule coffee maker
- m) Waste Basket
- n) Extra graphic (USD/sqm)
- o) Electrical connection 1kW, 10 amp, 24 hrs.
- p) Electrical connection 1kW, 10 amp
- q) Electrical connection 1,5kW, 15 amp, 24 hrs.
- r) Electrical connection 1,5kW, 15 amp
- s) Electrical connection 2kW, 20 amp, 24 hrs.
- t) Electrical connection 2kW, 20 amp

Graphic portfolio: Plan and elevation of each individual stand, outlining all the graphic elements of each of the exhibitors, indicating their position in the general plan.

The awarded company must also provide the following information:

- a) Contact of the person responsible for the awardee company (e-mail and contact telephone number) so that exhibitors participating in the Spanish Pavilion can send the final graphic artwork and make the pertinent queries and requests. The awarded company must manage the receipt of exhibitor's graphics and send them proof at least 15 days before approving its printing.
- b) Calendar of dates and work procedures.
- c) 15 days before the fair, the company awarded the contract will send all the updated dossiers, with the changes made, as well as a list of the extra furniture requested by exhibitors to the Department of Architecture of ICEX.
- d) The awardee must build a section of the project in its facilities one month after signing the contract. The costs of assembly and disassembly of this installation shall be borne by the bidder.



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 & Automatic criteria

Documentation to be submitted by the bidders. Duly fulfilled.

ANNEX 4 – FOOD & HOTEL 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

ANNEX 6 – Documentation evidencing beneficial ownership (projects financed by the Recovery, Transformation and Resilience Plan).

Documentation to be submitted by the bidders. Duly fulfilled