



MEMBER OF
BASQUE RESEARCH
& TECHNOLOGY ALLIANCE

Tender announcement

Sukarrieta, 29th march 2023

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1. OBJECT

The AZTI Foundation announces the opening of a public tendering procedure for **the subcontracting of services for the production and/or rental of elements associated with the stand, stand construction, assembly, disassembly, decoration, equipment, commissioning, maintenance and insurance of the stand that AZTI will use in the FOOD 4 FUTURE exhibition space to be held at the Bilbao Exhibition Center (Barakaldo-Bizkaia) from 16 to 18 May 2023.**

2. LENGTH OF SERVICE

The service will start from the date of signing the contract and will end after the complete dismantling of the stand.

3. ECONOMIC TENDER

The maximum economic offer that will be accepted for this tender is **forty seven thousand euros (47.000,00 euros)**, taxes not included.

Invoicing will take place at the conclusion of the service, and the invoice will be paid within 60 days of the date of issue.

4. ASSESSMENT CRITERIA FOR PROPOSALS

The proposals received will be assessed on the basis of the following criteria:

Economic offer	50%
Technical adjustment	45%
CSR policies	5%





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5. PRESENTATION OF THE PROPOSALS

Bidders may submit their proposals to the attention of Tania Gonzalez at the e-mail address tgonzalez@azti.es and at any of the AZTI centres, from the time of publication of this announcement on the AZTI Foundation website, **until 12 noon on 14th april 2023**.

All suppliers wishing to participate in the tender must request in writing the drawings and measurements by sending an e-mail to meritxel.gonzalez@azti.es.

Tenderers may contact the following address for further **technical information**:

AZTI

Meritxel González Intxausti

Tel. 34 672 007 111

Mail: meritxel.gonzalez@azti.es

6. AWARD

Once the offers have been received on the date indicated for their presentation, within 15 working days, the result of the tender will be published on the AZTI Foundation website.

7. CONDITIONS DE RECRUTEMENT

- The selected entity, during the time that the service relationship with AZTI lasts, must comply with the regulations in force on labour matters, Social Security and Health and Safety at Work, being subject, if applicable, to carry out the coordination of business activities in accordance with RD 171/2004 according to the procedure and specifications established (available at <https://www.azti.es/en/recruitment-rules/>)
- In any case, and independently of any other documentation, the selected entity must present, before the formalization of the contract, a certificate that proves that it is up to date with the fulfillment of its tax and social security obligations.
- The selected entity must present the necessary documentation to formalize the contract within a period not exceeding 20 days from the award. Or the



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documentation, the selected entity must follow the Internal Contracting Regulations published at www.azti.es

- In addition to the technical and administrative conditions, AZTI will positively evaluate those suppliers who demonstrate that they maintain policies on Quality, Health and Safety, the Environment, Sustainable Mobility, as well as Corporate Social Responsibility.

The supplier shall include in its proposal those documents or records that allow verification of these policies (quality and environmental certificates, documentation relating to actions in matters of social responsibility, etc.)

8. GENERAL DATA PROTECTION REGULATION

Person in charge: Identity: FUNDACION AZTI - AZTI FUNDAZIOA - CIF: G48939508 Postal address: TXATXARRAMENDI UGARTEA Z/G SUKARRIETA (BIZKAIA) Telephone: 946574000 e-mail: lopd@azti.es.

“From FUNDACIÓN AZTI we treat the information you provide us with the purpose of placing your order and billing for services and maintaining commercial relations. The legal basis for the processing of your personal data is our legitimate interest in maintaining commercial relations and carrying out the provision of services, being strictly necessary for this purpose. The data provided will be kept as long as the commercial relationship is maintained or for the years necessary to comply with legal obligations and, once the relationship has been resolved, to the extent that liabilities may arise. The data will not be transferred to third parties except in cases where there is a legal obligation, as well as to those providers of technical and computer services and auditing. Under no circumstances will we carry out international transfers of your personal data. You have the right to obtain confirmation as to whether or not FUNDACION AZTI - AZTI FUNDAZIOA is processing your personal data. Therefore, you have the right to access your personal data, rectify inaccurate data or request its deletion when the data is no longer necessary, as well as to exercise your right to oppose, limit or transfer your data, under the terms provided for in the applicable data protection regulations, by writing to the above-mentioned address. You may also lodge a complaint with the competent supervisory authority”.



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9. TECHNICAL REQUIREMENTS

1. Objectives:

Construction of AZTI's exhibition space within the framework of F4F EXPOFOODTECH to be held on 16, 17 and 18 May 2023 at Bilbao Exhibition Center (Barakaldo, Bizkaia). The technical description and the elements described in this document must be taken into account, projecting an image in line with AZTI's brand image and offering a functional and well-distributed space, which is conducive to showcasing AZTI's capabilities without neglecting the meeting and interaction between professionals and visitors and the possibility of integrating short talks and technical presentations into this space during the days of the event.

2. Location:

AZTI's stand will be located in Hall 1 of the Bilbao Exhibition Center, space E517 and its surface area is 80m². (Location plan is attached in Annex I of these specifications).

3. Language:

All materials containing text will be in 3 languages: Basque, Spanish and English. AZTI is responsible for the translations of the texts used.

4. Architecture:

Any company wishing to apply must request the plans and measurements in advance by contacting the following e-mail address: meritxel.gonzalez@azti.es

5. Elements:

- **Truss structure:**

Necessary to support the lighting and the anchoring of the wires that will define the areaknown as the Meeting Area.

The structure will be suspended at the maximum height allowed by the venue (normally 6m) and will be covered on the outside with canvas, PVC or similar material with the AZTI branding.



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- **Corporeal branding element:**

It will be a light box, with two illuminated sides for perfect visualisation.

Approximate measurements of 2,000 x 1,250 mm and the necessary width, never wider than the width of the screen wall on which it rests.

- **LED screen:**

It shall be curved or with straight modules that can be angled together to form the desired curve.

The size shall be approximately 3 500 x 1968 mm (16:9 format), although this size may vary depending on the PITCH of the screen. This PITCH shall not exceed 2.6 mm (minimum resolution of 1280 x 720).

The screen shall be integrated into the wall, leaving the minimum space on the sides. Any other screen size or Pitch must be validated by AZTI.

The video processing equipment will have a direct HDMI input for the connection of different portable equipment for speaker presentations. When this input is not used, the equipment will play a video loop.

Loudspeakers shall be housed under the screen and shall be placed concealed with stretched cloth, gauze or similar material facing the stands. These speakers will be connected to a table with a hand-held microphone wired and pre-configured for ease of use. These requirements respond to the need to carry out a large number of talks with similar technical requirements (video signal from a laptop and handheld microphone for the speaker) during all the days and hours of the fair, which would imply permanent technical staff on the stand. To avoid this, a manual and brief on-site training will be provided on the start-up day for total autonomy on the part of the AZTI team.

- **Wall:**

Intended to house the technical elements (screen, audio and electrical panel) and cover the structure of the screen.

The back of the wall will be used for graphic signage (approx. 12 m²) and on the sides, lockable doors will be placed so that they can be used as a small storeroom, although the right-hand side can be used as a technical room and the left-hand side as a storeroom.

Two sockets will be placed on the floor near the wall or in the wall itself.



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- **Grandstand:**

Intended for visitors and public attending short technical talks.

With signage on the back (max. 4m²). Cushions will be placed on the grandstand respecting the corporate colours.

- **Corporate carpeting:**

The stand floor will be in grey carpet (Pantone Cool Grey 8C (RAL 7036;CMYK 45,36,35,2)

- **Meeting area:**

The so-called meeting area shall consist of a table between 650 and 800 mm in diameter and four chairs.

The floor of this area shall be carpeted in corporate yellow, which may be vinyl (or even lacquered) to better match the corporate colour.

Two sockets shall be provided on the floor in this area.

- **Threads:**

Threads or ropes between 5 and 8 mm in diameter, preferably made of polyethylene and yellow in colour as close to AZTI's corporate yellow as possible, will be provided to define the meeting area.

These threads will come out of the truss and will extend towards the perimeter of the meeting area and the side of the screen. Each wire shall form a straight line and not a catenary (weight sagging).

The wires shall be arranged in such a way that no undesirable crossover occurs.

- **Consumers' table:**

The table, known as the Consumers' Table, will be set up starting from the back of the stand. It will have the height of the back of the stand (900mm) and a length of between 1,400 and 1,500 mm with a width of 700 to 750 mm, sufficient to seat two people.

Two sockets shall be provided in this area, either on the ground or in the stand structure itself.



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- **Showcases:**

3 display cabinets, two of them 450x450mm and one 450x 750mm. All of them with a total height of 910 mm.

No lighting is required and they must have wheels (at least two of them with brakes).

The upper area shall be transparent. All 3 display cabinets shall be labelled on their sides (max. 4,6m²).

- **Furniture:**

Meeting table with 4 chairs, 3 high tables and 9 high stools, 3 stools suitable for the height of the Consumers Table (900 mm).

- **Machine stand:**

An industrial equipment will be displayed in the space. Estimated size 1,800x1,200 mm.

The equipment shall be placed on a white painted wooden base with three/four holes for the placement of three/four cylindrical tubes. The estimated measurements for this base are 2,000x1500 mm and 25-40 mm thick.

The definitive measurements will be provided at a later date, once the model of the specific equipment to be exhibited is available.

The materials used for the construction can be wood, MDF, melamine or similar, always ensuring a correct construction both formally and aesthetically.

The elements can either be painted or labelled with the corporate colours.

- o **Grey** > Pantone Cool Grey 8C (RAL 7036;CMYK 45,36,35,2)
- o **Yellow** > Pantone 108 (RAL 270-2; CMYK 2,11,92,0)
- o **White** > RAL 9010

6. Assembly rules:

See general BEC! regulations for exhibitors at the following link:

https://bilbaoexhibitioncentre.com/wp-content/data/general/Normativa_general_de_participacion_BEC.pdf



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The company awarded the contract will manage contact with BEC! and will be responsible for formalising the corresponding agreements and permits for the assembly, service and electricity supply and daily cleaning of the space. The costs associated with these aspects will be included in the economic proposal submitted.

7.Services to be provided by the company awarded the contract:

All the aspects described in this section shall be borne by the company awarded the contract, unless otherwise specified, and must therefore be included in its economic offer:

- **Electricity:** It will comply with the regulations in force in this area.
- The crane and other auxiliary means necessary for loading and unloading any element of the stand, as well as the reservation of time and the necessary procedures for its hire, shall be at the expense of the successful bidder.
- **The stand plot must be delivered completely clean and collected**, with the transport of rubbish and debris to the places indicated by the organisation being at the expense of the successful bidder.
- **Maintenance.** The company awarded the contract will provide an experienced contact person for the maintenance of the stand during the event. This person will be AZTI's interlocutor during the event in order to repair or resolve any problem or technical need that may arise at the stand, both in terms of repairs and the operation of the different
- This person will be AZTI's contact person during the event to repair or resolve any problem or technical need that may arise at the stand, both in terms of repairs and the operation of the different elements provided.
- Transport and expenses of assembly-disassembly personnel. The company awarded the contract shall be responsible for the transport to the fair of all the construction components and elements making up the stand, and shall be responsible for the expenses arising from the cost of travel, accommodation and meals, etc. and, in general, all per diems of the personnel of the company awarded the contract who must travel to carry out the assembly-disassembly work.
- **Insurance.** The successful bidder must take out the necessary insurance policies at his own expense to cover any risk of damage to persons, things or civil liability arising from its execution (manufacture, transport, assembly, maintenance and dismantling).



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8.Sustainability and Accessibility:

In design, transport, construction, assembly and disassembly, key aspects to be taken into account include:

- a) **Accessibility.** The stand must eliminate all architectural barriers to ensure accessibility for all visitors.
- b) **Sustainable materials.** The use of sustainable materials that respect the environment will be valued, and these materials may have eco-design or environmental management certificates, as well as the use of recycled and recyclable materials.
- c) **Waste.** Correct management of hazardous and non-hazardous waste generated as a result of the activities associated with the object of the competition (design, transport, construction, assembly and dismantling).
- d) **Toxic and hazardous products:** Avoid as far as possible the use and use of toxic and hazardous products, replacing them with others that have less environmental impact.
- e) **Energy:** Use energy-efficient IT equipment, audiovisual equipment and lighting systems as far as possible.
- f) **Emissions:** Use as far as possible of vehicles with low energy consumption in order to minimise the associated CO₂ emissions.
- g) The use of **recyclable materials** and the transmission in the design of values such as sustainability and accessibility will be valued.

9.Coordination and management of the project:

The company awarded the contract will assign to this project a person with experience for the overall coordination of the project, who will be responsible for the fitting together and monitoring of each and every one of the aspects included in these specifications that are the responsibility of the company awarded the contract for the correct execution of the contract. This person will act as contact with the AZTI team.

It is the responsibility of AZTI to continuously and directly monitor the development of the project. To this end, the awarded entity will facilitate monitoring by the AZTI team. A schedule of monitoring meetings will be established.



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AZTI will help the awarded entity by providing it with the necessary information for the development of the project and will collaborate in gaining access to external sources of information.

Any change or modification to the awarded proposal must have the agreement of AZTI, which may at any time indicate variations in the guidelines for the work.

10. Confidentiality and Ownership

All information will be confidential, and may not be published, in whole or in part, or used in any other way without the express prior written authorisation of AZTI.

At no time may the awarded entity make public statements about the project without the express and prior authorisation of AZTI.

11. Execution period

The contract execution period is established in accordance with the provisions of the specific administrative clauses.

Notwithstanding the above, it is established that the stand must be completely finished, clean and fully operational by 20:00 hours on the day before the start of the event, i.e. 15 May 2023.