

**SERVICES CONTRACT**  
**OPEN PROCEDURE**  
**VARIOUS AWARD CRITERIA**

## **ANNEX I TO THE SPECIFIC ADMINISTRATIVE SPECIFICATIONS**

### **TABLE OF CHARACTERISTICS**

<b>1. DEFINITION OF THE OBJECT OF THE CONTRACT</b> (Clause 2)
1.1. OBJECT: MANAGEMENT AND COORDINATION SERVICES FOR MEDIA AREAS, PRESS ACCREDITATION SYSTEM, PROTOCOL SERVICE AND VIP GUEST SERVICES FOR THE MADRID FORMULA 1 GRAND PRIX
1.2. CPV CLASSIFICATION: 79952000-2 Event services 92400000-5 News agency services 79416200-5 Public relations consultancy services
1.3. DIVISION INTO LOTS: [X] No, since the independent performance of the different services included in the object of the contract would hinder its correct execution from a technical and functional point of view, in addition to the fact that the purpose of the service is to provide comprehensive coverage of the event and the management of the different tasks by a single supplier could lead to synergies, in accordance with the provisions of article 99, 3 b) of the LCSP. [ ] Yes

<b>2. CONTRACTING AUTHORITY, PURCHASING AND PROCUREMENT COMMITTEE AND AWARD PROCEDURE</b> (Clauses 6 and 10)
2.1 CONTRACTING BODY: executive vice-president, in accordance with the Hiring Instructions published in the contractor profile and in the IFEMA MADRID Electronic Bidding Portal.
2.2. PURCHASING AND PROCUREMENT COMMITTEE: As indicated in the contracting party's profile and on the IFEMA MADRID Electronic Bidding Portal.
2.3. AWARD PROCEDURE: open procedure

<b>3. BASE TENDER BUDGET, ESTIMATED VALUE OF THE CONTRACT AND PRICE REVISION</b> (Clauses 3, 4, 5 and 35)
3.1.- BASIC TENDER BUDGET(EXCLUDING VAT): 424.000 EUROS (EXCLUDING VAT) FOUR HUNDRED AND TWENTY-FOUR THOUSAND EURO, broken down as follows: <ul style="list-style-type: none"> <li>- Actions related to the management and coordination of the media areas (media operations): for a maximum amount of 160,500 euros</li> <li>- Protocol and VIP guest services: for a maximum amount of 57,500 euros</li> </ul>

<ul style="list-style-type: none"> <li>- PR, communication, i.e. media relations, communication and media monitoring: for a maximum amount of 186,000 euros</li> <li>- Press clipping: for a maximum amount of 20,000 euros</li> </ul>
<p>3.2. PRICING SYSTEM:</p> <p><input type="checkbox"/> Unit prices</p> <p><input checked="" type="checkbox"/> Lump sum</p> <p>Although the price is established as a lump sum for all the services, each of the items included in said price shall be broken down and invoiced independently.</p> <p>In the event that, in subsequent editions, any of the areas or services contemplated should not be necessary or should not be effectively provided, this shall not give rise to any right to payment for that part, and only the remuneration corresponding to the services effectively performed and accredited shall be maintained.</p> <p><input type="checkbox"/> Other method</p>
<p>3.3. ESTIMATED VALUE OF THE CONTRACT (EXCLUDING VAT): 2,332,000 euros It is broken down into:</p> <ul style="list-style-type: none"> <li>- Basic tender budget: 424,000 euros</li> <li>- Extensions: for a maximum amount of 1,696,000 euros, taking into account 4 possible annual extensions, the maximum amount per extension being 424,000 euros.</li> <li>- Possible contract amendments: 212.000 euros (50% of the basic tender budget)</li> </ul>
<p>3.4. PRICE REVIEW:</p> <p>NO: <input checked="" type="checkbox"/></p> <p>YES <input type="checkbox"/></p>
<p>3.5. PRICE VARIATION:</p> <p>NO: <input checked="" type="checkbox"/></p> <p>YES <input type="checkbox"/></p>

**4. CONTRACTOR PROFILE** (Clause 8)

IFEMA MADRID Electronic Bidding Portal.  
Link

**5. CONSULTATIONS** (Clause 47)

Submission method: Through the IFEMA MADRID Electronic Bidding Portal.  
Consultation period: Up to 3 working days from the day following the date of publication of the invitation to tender, ending at 12:00 noon

**6. SUBMISSION OF PROPOSALS NOTIFICATIONS AND COMMUNICATIONS** (Clauses 12, 13 and 14)

## 6.1. SUBMISSION OF PROPOSALS

Deadline for submission of bids: During the period indicated in the Tender Notice published on the IFEMA MADRID Electronic Tendering Portal, proposals and attached documentation may be submitted, exclusively electronically, through the aforementioned electronic tender portal (<https://licitaciones2.ifema.es/>)

The bidder may only submit the bid via the aforementioned electronic bidding portal, the only accepted form of submitting bids. If the bidder also submits the proposal by other means, this proposal will not be admitted to the tender and award procedure and, therefore, the bidder will be excluded from the procedure, regardless of whether or not it has submitted a bid through the electronic tendering portal.

## 6.2. NOTIFICATIONS AND COMMUNICATIONS

Any notification or communication within the scope of the procedure governed by these Specifications to be made by a registered user, a bidder or successful bidder, must be made through the electronic tendering portal, also notifying the following e-mail addresses ([macarena.pastor@ifema.es](mailto:macarena.pastor@ifema.es) ; [lgutierrez@ifema.es](mailto:lgutierrez@ifema.es) ) that it has proceeded to include information or documentation in the aforementioned portal, but in no case may it attach the documentation corresponding to its bid when sending the communication indicating that it has proceeded to submit a bid via the electronic bidding portal. The electronic bidding portal is the only means by which both the proposal and the documentation relating to the procedure may be submitted, and the submission of the documentation comprising the bid by email is grounds for exclusion of the bidder.

If the bidder also submits the proposal by other means, this proposal will not be admitted to the tender and award procedure and, therefore, the bidder will be excluded from the procedure, regardless of whether or not it has submitted a bid through the electronic tendering portal.

## 7. SOLVENCY (Clauses 9 and 14 and 19):

The documentation required for accreditation will **only** be requested from the bidder who has submitted the best offer in accordance with the provisions of Clause 19 of the Specific Administrative Specifications:

YES ☒

NO ☐ All bidders are requested to submit this documentation in the Envelope or electronic file No. 1.

### 7.1. PROVISION OF A COMMITMENT TO ASSIGN THE COMPULSORY RESOURCE FOR THE FULFILMENT OF THE CONTRACT

☒ It will not be necessary to provide a specific document of commitment to assign resources to the performance of the contract, given that the bidders, in addition to accrediting the minimum solvency required in this Table of Characteristics, must also

include in their bid the personal resources that they are going to allocate or assign to the performance of the contract. Therefore, your offer will be a sufficient and effective commitment. This is without prejudice to the fact that, by submitting their bids, bidders are obliged to provide at least the resources required by the Technical Specifications.

☐ Yes. The bidder shall provide a signed undertaking that the members of the team identified in its tender will not be replaced, either definitively or on a one-off basis, throughout the duration of the contract, including any possible extensions, by different persons. In this commitment, it must expressly state that any change or substitution of the aforementioned persons must be submitted for written approval by IFEMA, without whose authorisation such changes may not be made.

These commitments shall be integrated into the contract. Failure to comply may result in:

- ☐ Termination of the contract
- ☐ Penalties (See Section 22)

## 7.2. CLASSIFICATION

- ☒ No
- ☐ Yes (art. 77 LCSP).

## 7.3. ECONOMIC AND FINANCIAL SOLVENCY

The bidder must prove economic and financial solvency (Art. 87 LCSP), by the means of the following:

- ☒ (a) Bidder's annual turnover statement for the best fiscal year within the last three years available for an amount greater than or equal to 2,600,000 euros. **Annex XI is attached.**
- ☐ b) Civil liability insurance .....
- ☐ c) Other: .....

## 7.4. TECHNICAL OR PROFESSIONAL SOLVENCY

The bidder must accredit technical or professional solvency (Art. 87 LCSP), by the means indicated below:

- ☒ a) List of main services contracts delivered equal or similar in nature and of similar dimensions to those constituting the purpose of the contract over a maximum of the past 5 years, indicating the dates and recipients, public or private of same. **Annex XII is attached.**

### ➤ Specify minimum requirements:

- The company must have a minimum experience in at least 2 different F1 GPs, in the management, coordination and media services (Media Centre, Accreditation Centre, and press room) in accordance with the regulations established by FIA and F1.

- The company must have experience in the planning, coordination and execution of official FIA and F1 protocol and VIP international guest services (including guest management, access coordination, supervision of the official ceremony, etc.), having worked on at least two F1 GPs.
- The company must have experience in the definition, development and execution of a global international communications strategy, as well as the creation and distribution of attractive international content aimed at specialised media during the days of the F1 Grand Prix, having carried out such work for at least two F1 GPs.

➤ Specify form of accreditation: compliance with Annex XII

(b) Indication of the technical staff or technical units, whether integrated or not in the undertaking, involved in the contract, in particular those responsible for quality control.

➤ Specify minimum requirements:

➤ Specify form of accreditation:

[ ] c) Description of the technical facilities, the measures employed by the employer to ensure quality and the company's study and research facilities.

➤ Specify minimum requirements:

➤ Form of accreditation:

[ ] d) In the case of complex services or work or, on an exceptional basis, for special purposes, an inspection carried out by the contracting authority or, on its behalf, by a competent official or approved body of the State in which the contractor is established, subject to the agreement of that body. The inspection shall cover the technical capacity of the undertaking and, if necessary, to the means of study and research at its disposal and the quality control measures.

➤ Specify minimum requirements:

➤ Specify form of accreditation:

[ ] e) Academic and professional qualifications and specific experience of the economic operator and of the company's management and, in particular, the personnel responsible for fulfilment of the contract, as well as the technicians directly responsible for the project.

➤ Academic and professional qualifications/experience:

➤ Form of accreditation:

[ ] f) Environmental management measures which the contractor may apply in the performance of the contract.

➤ Specify minimum requirements:

➤ Specify form of accreditation:

[ ] g) Statement of the average annual staff of the company and the number of managers over the last three years.

➤ Minimum requirements:

<p>➤ Form of accreditation:</p> <p>[ ] h) Declaration indicating the machinery, material and technical equipment to be used for the execution of the works or services.</p> <p>➤ Specify minimum requirements:</p> <p>➤ Specify form of accreditation:</p> <p>[ ] i) Indication of the part of the contract which the contractor intends to subcontract.</p> <p>➤ Specify selection criteria:</p> <p>➤ Specify form of accreditation:</p>
<p>7.5. BUSINESS QUALIFICATION REQUIRED TO PERFORM THE SERVICE (Art. 65 LCSP)</p> <p>[X] Not required</p> <p>[ ] If required:</p>

<p><b>8. CRITERIA FOR EVALUATING BIDS</b> (Clauses 11, 17, 18 and 22)</p>
<p><b>8.1. CRITERIA THAT CANNOT BE EVALUATED AUTOMATICALLY BY APPLYING FORMULAS</b></p> <p><b>The documentation provided for evaluation according to the criteria defined in this section must <u>only</u> be included in Envelope or Electronic File number 2. If Envelope 1 contains documentation corresponding to Envelope 2 or 3, the bidder will be excluded from the award procedure for violating the confidentiality of the bids.</b></p> <p>[ ] No</p> <p>[X] Yes.</p> <p>In order to guarantee the integrity, traceability and permanence of the information contained in the proposals, <b>the inclusion of external links or download links will not be allowed in any of the sections of same</b>, regardless of the type of content to which they refer (videos, documents, presentations or others).</p> <p>Therefore, links to external platforms or links that require downloading or subsequent access via the internet will not be accepted, as they may be modifiable or expire over time, compromising the validity and availability of the evaluated proposal.</p> <p>If video files, presentations or other files submitted as part of the proposal, they must be attached in digital file format and no hyperlinks or links to external playback or downloading platforms are permitted.</p> <p>Documentation included via a link or hyperlink will not be assessed.</p> <p><b>CRITERION 1. PROPOSED OPERATIONAL PLAN AND MANAGEMENT OF THE MEDIA CENTRE</b></p> <p><b>1.1. DOCUMENTATION:</b> To be provided:</p> <ul style="list-style-type: none"> <li>- Organisational design and functional structure with description of the work team, roles and responsibilities and planned internal and external communication channels</li> <li>- Workflows and operations in general, detailing task planning, action schedules, coordination processes and incident resolution mechanisms</li> </ul>

- Media accreditation procedure: phases of the process, validation criteria, management of requests, and digital tools used and access control measures

The technical quality and coherence of the operational plan will be assessed on the basis of clarity, completeness and structure of the approach. The optimisation of resources and the capacity to respond to incidents and the capacity for management and coordination will be valued. In addition to the baseline adequacy of FIA/FOM regulatory compliance

## **1.2. WEIGHTING: Maximum score 250 points.**

**Scoring brackets:** There are 20 rating levels, ranging from 5% to 100% of the maximum score.

## **CRITERION 2. PROPOSED VIP GUEST SERVICES AND MANAGEMENT PLAN**

**2.1. DOCUMENTATION:** The protocol to be followed for VIP guest reception, support and hospitality must be provided, including a protocol schedule. It should also include an outline of the design of the experience programme and a plan for coordination with stakeholders.

It shall also set out the procedures for the management of ambassadors, celebrities and important figures, always with the starting point of compliance with FIA/FOM regulations

The coherence of the proposed plan and the technical quality will be assessed by evaluating the level of detail in the services and exclusivity. The added value of the proposed experiences and originality will be valued, as well as the capacity for coordination and operational management of the proposed workflows.

## **2.2. WEIGHTING: Maximum score 150 points.**

**Scoring brackets:** There are 20 rating levels, ranging from 5% to 100% of the maximum score.

## **CRITERION 3. PROPOSED COMMUNICATION STRATEGY AND MEDIA RELATIONS AND PRESS MANAGEMENT PLAN**

**3.1. DOCUMENTATION:** A global communication strategy and media relations plan must be provided, establishing a calendar of actions with an explanation of the communication proposal in each case according to the phase. The methodology of the clipping service should be incorporated.

The quality, coherence of the proposal and the strategic ambition of the communication proposal adapted to each phase will be assessed. International focus, international media management and public relations skills would be an asset. The methodological soundness of the clipping and the clarity of the monitoring system will also be assessed.

## **3.2. WEIGHTING: Maximum score 150 points.**

#### CRITERION 4. PROPOSED WORK TEAM

**4.1. DOCUMENTATION:** The assigned team must be provided indicating the roles and responsibilities of each of them. In addition, the CV of each of the profiles and experience in similar projects will be provided individually and jointly, highlighting especially those projects in which all the profiles have participated in a coordinated manner.

Coherence, complementarity and solidity will be assessed in the set of profiles provided in the team for the development of the service, including additional to the minimum team required for the execution of the service and necessary in the project, and the experience of each one in similar projects and the percentage of dedication will be assessed.

Explicit mention of profiles with accredited experience in covering events and spaces around important figures, such as authorities, VIPs and celebrities, will be positively valued.

This section does not include information relating to CRITERION 6. MINIMUM EXPERIENCE OF THE PROJECT MANAGER. **If this information is included, the bid will be rejected.**

**The Project Manager's CV should not include information regarding the experience of having participated over the last 5 years in at least 2 editions of the F1 GP calendar in the management, coordination and services for the media (Media Centre, Accreditation Centre, and media room),** i.e. 100 points will be awarded for accreditation of the aforementioned experience.

#### 4.2. WEIGHTING: Maximum score 100 points.

A minimum threshold of 65 per cent (422.5 points) of the score in the set of CRITERIA NOT AUTOMATICALLY ASSESSABLE BY APPLICATION OF FORMULAS is established in order to continue in the process.

#### 8.2. CRITERIA THAT CAN BE EVALUATED AUTOMATICALLY BY APPLYING FORMULAS

**The documentation provided for evaluation according to the criteria defined in this section must only be included in Envelope or Electronic File number 2.** *If Envelope 1 or Envelope 2 contains documentation corresponding to Envelope 3, the bidder will be excluded from the award procedure for violating the secret nature that the bids must have.*

[ ] Price criterion only

[X] Various criteria for assessing the documentation presented in ENVELOPE OR ELECTRONIC FILE NUMBER 3:

#### CRITERION 5. FINANCIAL PROPOSAL:

**5.1. DOCUMENTATION** Financial proposal templates, which will be presented drawn up in accordance with the template included as **Annex IX to the Specific Administrative Specifications Document**, duly signed by the person with sufficient legal authority and dated. In order to be admitted to the procedure, the bid must be equal to or less than the base tender budget indicated in **Section 3.1 of the Table of Characteristics**; it must clearly express, written



in letters and figures, the euros sum for which the bidder undertakes to execute the contract, excluding indirect taxes, In the event that the letter and the figure do not coincide and cannot be clearly interpreted, the letter will always take precedence over the figure.

## 5.2. WEIGHTING OF THE FINANCIAL PROPOSAL CRITERION: Maximum score 250 points.

Those financial proposals that coincide with the base tender budget included in the Specific Administrative Specifications Document will be awarded zero points.

The evaluation of the financial proposal shall be carried out using the following mathematical formula:

$$Y = \frac{M \times \text{Min}}{X}$$

Where:

Y: score of the tender to be evaluated.

M: maximum score to be awarded.

X: price offered to be evaluated.

Min: lowest price offered.

## CRITERION 6. MINIMUM EXPERIENCE OF THE PROJECT MANAGER

**6.1. DOCUMENTATION** An automatic assessment will check that the bidders have included in their proposal the minimum profile required in section 4 of the Technical Specifications document on the Project Manager, that the individual has the experience of having participated in the last 5 years in at least 2 first editions of the F1 GP calendar in the management, coordination and services for the media (Media Centre, Accreditation Centre, and press room), i.e. accreditation of the aforementioned experience will be valued with 100 points

**Annex IX.2** OBJECTIVE CRITERIA TEMPLATE is incorporated in the annexes document to be completed

## 6.2. WEIGHTING OF OBJECTIVE CRITERIA: Maximum score 100 points

### 8.3. TIEBREAKER CRITERIA

[X] Yes. Preference in the awarding of contracts:

1. In the event of a tie between two or more bidders, preference in the award shall be given to companies that can prove that they have a number of disabled workers in their workforce that exceeds 2 percent of the total workforce, provided that these proposals are equal in their terms to the most advantageous from the point of view of the criteria used as a basis for the award.

If two or more of the tendering companies that have tied for the best offer can also prove that they have more than 2% of their staff employed by disabled people, the bidder with the highest percentage of permanent disabled workers on its staff shall have preference in the award of the contract.

For the purposes of applying this factor, IFEMA will require the bidders who have tied to present the documentation accrediting the percentage and number of workers with disabilities on the staff.

2. In those cases in which the preference criterion indicated above cannot be applied (due to lack of accreditation of the circumstances described above or even due to a tie in the number of disabled workers) and two or more bids are presented that are equal in all their terms to the most advantageous one, the justification of having published on its website policies on regulatory compliance or "criminal compliance" which, without prejudice to the provisions of Article 31bis, section 2, of the Penal Code, must contain the following determinations, will be used as a criterion:

- Code of Conduct.
- Criminal Risks Map: in which the criminal risks that may have the greatest impact on the contractor are identified, including the criminal risks inherent in the business model and those common to any kind of company.
- Criminal Offences Prevention Manual, which will include the conclusions and proposals drawn from the study carried out in the previous phase.
- Complaints channel and procedure for action in the event of risk detection.

3. And, in those cases in which the above-mentioned preference criteria cannot be applied either, the award will be decided by means of a lottery for which the parties will be called to attend. In the event that one of them does not appear, the drawing of lots will also take place on the date and at the time indicated in the notice of call for bids.

#### 8.4. BIDS WITH ABNORMAL OR DISPROPORTIONATE VALUES

Bids shall be considered to be abnormal or disproportionate if they are submitted by bidders who:

☒ Price criterion (objective parameters applied Art. 85 RGLCAP)

Of the bids admitted, bids may be considered disproportionate or unreasonable if they fall into the following categories:

- Where, in the case of a single bidder, it is lower than the base tender budget by more than 25 percentage points.
- Where two bidders compete, the bidder who is more than 20 percentage units lower than the other bid.
- Where there are three bidders, tenders admitted which are more than 10 percentage points lower than the arithmetic mean of the bids admitted. However, the highest bid shall be excluded from the calculation of this average if it is more than 10 percentage points higher than the average.
- Where there are four or more bidders, those which are more than 10 percentage points lower than the arithmetic mean of the tenders accepted. However, if there are tenders that exceed this average by more than 10 percentage points, a new average shall be calculated only with the tenders that are not in the aforementioned situation. In any case, if the number of remaining bids is less than three, the new average will be calculated considering the three lowest bids.
- The tender whose reduction in relation to the standard budget is greater than 25 percentage points.

In the event that a bid is submitted which, in accordance with the criteria established above, may be considered disproportionate in the opinion of the Purchasing and Contracting Committee and, prior to its definitive consideration as disproportionate or reckless, the bidder with the proposal offering the best value for money shall be asked to submit additional reports specifying the circumstances in which the bidder considers that the proposal submitted can be fulfilled in the terms offered.

In assessing tenders as disproportionate, the Purchasing and Contracts Committee may consider the relationship between the company's solvency and the tender submitted.

[ Various criteria (Specify OBJECTIVE PARAMETERS on the basis of which a tender will be considered to be abnormal or disproportionate)

- Parameter 1
- Parameter 2

*(In any case, in accordance with the provisions of Article 147.4 of the LCSP, the contracting bodies will reject the tenders if they find that they are abnormally low because they violate the regulations on subcontracting or do not comply with the applicable obligations in environmental, social or labour, national or international matters, including non-compliance with the sectoral collective agreements in force).*

#### 8.5. GROUNDS FOR AUTOMATIC EXCLUSION OF BIDS

In addition to those set out in the Specific Administrative Specifications, bids will be automatically excluded on the following grounds:

- In the event that a minimum threshold is established in **Section 10.2 of the Table of Characteristics**, the tender that does not exceed at least the percentage of evaluation established in the indicated section.

#### 9. VARIATION OF BIDS (Clause 12)

- ☒ No variations allowed
- ☐ Variations allowed.

#### 10. PHASES OF BID ASSESSMENT (Clauses 11, 14 and 16)

##### 10.1. EXISTENCE OF SUCCESSIVE PHASES:

☐ No / ☒ Yes

##### 10.2. EXISTENCE OF MINIMUM THRESHOLDS IN THE SCORING OF PHASES:

☐ No / ☒ Yes

A minimum threshold of 60 per cent (420 points) of the score in the set of CRITERIA NOT AUTOMATICALLY ASSESSABLE BY APPLICATION OF FORMULAS is established in order to continue in the process.

#### 11. GUARANTEES (Clauses 15, 19, 21 and 42)

##### 11.1. PROVISIONAL GUARANTEE

- ☐ Not required
- ☒ Required

12,720 Euros (3% of the base tender budget (VAT EXCLUDED))

Justification: In accordance with the provisions of the Specific Administrative Clauses: bank guarantee, surety insurance or cash deposit in the account:

Identification of the current account into which the deposit is to be made if the deposit is to be made in cash:

<u>BANCO SABADELL</u> IBAN ES23 0081 5136 70 0001425550 Swift BSABESBB
11.2. FINAL GUARANTEE <input type="checkbox"/> Not required <input checked="" type="checkbox"/> Required Amount: 5% of the amount of the award (VAT EXCLUDED) Justification: In accordance with the provisions of the Specific Administrative Clauses: bank guarantee, surety insurance or cash deposit in the account:  Identification of the current account into which the deposit is to be made if the deposit is to be made in cash: <u>BANCO SABADELL</u> IBAN ES23 0081 5136 70 0001425550 Swift BSABESBB
11.3. SUPPLEMENTARY GUARANTEE <input checked="" type="checkbox"/> Not established <input type="checkbox"/> Established
11.4. CONSTITUTION BY PRICE WITHHOLDING (Art. 108.2 LCSP) <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes. Form and conditions of withholding - .....

<b>12. MAXIMUM AMOUNT OF ADVERTISING EXPENSES TO BE PAID BY THE SUCCESSFUL BIDDER</b> (Clause 36)
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The successful bidder is obliged to pay the tender advertising costs up to the following maximum amount: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes Amount: .....
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<b>13. COMPENSATION FOR DECISION NOT TO AWARD OR NOT TO CONCLUDE THE CONTRACT AND  WITHDRAWAL OF THE AWARD PROCEDURE BY IFEMA MADRID</b> (Clause 20)
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Maximum amount of compensation: a maximum amount of up to 300 euros, upon application by the bidder and documentary justification of the actual expenditure incurred.
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<b>14. CIVIL LIABILITY INSURANCE</b> (Clauses 23 and 36)
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<input type="checkbox"/> Not required <input checked="" type="checkbox"/> If required: The contractor shall be obliged to compensate IFEMA and its affiliates as well as third parties for any form of personal injury, material damage or consequential loss or damage arising from the fulfilment of the awarded service.
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For the purpose of guaranteeing compensation, the contractor shall take out a civil liability insurance policy with the following minimum coverages and conditions. The validity of the insurance must be maintained for the entire period of the awarded service.

MINIMUM COMPENSATION LIMIT 1.000,000 Euros per claim per year.

GUARANTEED LIABILITIES AND COVERAGES:

1. Professional Civil Liability, which expressly includes the service to be carried out as an insured activity.
2. General Civil Liability.
3. Subsidiary Civil Liability Subcontractors (in case services are subcontracted for the execution of the contract).
4. Employer's Civil Liability (minimum sub-limit per victim of 300,000 euros).
5. Cross Civil Liability (in the event that services are subcontracted for the execution of the contract, with a minimum sub-limit per victim of 300,000 euros).
4. Legal defence and constitution of civil and criminal bonds.

Under no circumstances shall the applicable allowances be passed on to the beneficiary of the indemnities arising from the fulfilment of this contract.

Furthermore, IFEMA and its affiliates, shall be included as additional insured parties, MAINTAINING THEIR STATUS AS THIRD PARTIES IN THE POLICY, for the execution of the present contract.

PURPOSE OF THE INSURANCE:

To guarantee the insurance of claims and their economic consequences derived from any civil liability that may arise in relation to the performance of the awarded service against the insured contractor, the Madrid Trade Fair Institution (IFEMA) itself and its affiliates.

VERY IMPORTANT NOTICE:

To demonstrate compliance with this requirement, the Contractor must deliver one of the following two documents within the period granted by IFEMA MADRID:

- A COPY OF THE INSURANCE POLICY, along with the corresponding premium receipt. The policy must include all of the conditions set out above, including: i) Limit of indemnity; ii) Liabilities and coverages guaranteed; iii) Maximum excess; iv) Additional insurance coverage
- A CERTIFICATE ISSUED BY THE INSURER must be provided, which must list each and every one of the conditions set out above: i) Limit of indemnity; ii) Liabilities and coverages guaranteed; iii) Maximum excess; iv) Additional insurance coverage.

No work may be started until IFEMA MADRID agrees to the insurance policy.

<b>15. PERFORMANCE PERIODS AND DELIVERY SITE OF WORKS OR PROVISION OF SERVICES</b> (Clauses 28 and 40)
15.1: TERM OF FULFILMENT: One year from the signature of the contract scheduled for January 2026, with the possibility of 4 annual extensions
a) Requirement for partial periods: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
b) Maximum term of fulfilment: Year 2030 if IFEMA makes use of the extension option provided for in Section 18 of this Table of Characteristics.
c) A reduction of the execution time is allowed: <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes
<b>15.2. DELIVERY LOCATION OF WORKS OR PROVISION OF SERVICES</b> <input checked="" type="checkbox"/> IFEMA premises <input checked="" type="checkbox"/> Supplier facilities

<b>16. WORK PROGRAMME</b> (Clause 26)
<input checked="" type="checkbox"/> Not required <input type="checkbox"/> Required.

<b>17. PAYMENT</b> (Clause 35)
<b>17.1.- FREQUENCY AND SCOPE OF PAYMENTS</b>
<ul style="list-style-type: none"> <li>- Media operations: Invoiced only for 9 months of work, with 2 variations in the fee established as follows:             <ul style="list-style-type: none"> <li>o From January to June: 53% of the amount awarded will be invoiced on a monthly basis</li> <li>o From July to September: 47% of the amount awarded will be invoiced on a monthly basis</li> </ul> </li> <li>- VIP service and protocol: to be invoiced only from July to September</li> <li>- PR, Communication and Press clipping: monthly fee for the duration of the contract</li> </ul>
<p>The contractor shall have a period of 10 days to submit the corresponding invoice in accordance with the frequency defined in this section. Invoices - with reference to the order assigned by IFEMA MADRID -, must be received in the Accounting Department (proveedores@ifema.es).</p>
<p>Once the invoice(s) has(have) been confirmed, payment will be made by bank transfer, payable 60 days counted from the date the service was provided. If the invoice is received by the Accounting Department after the authorised 10 days, the invoice receipt date shall prevail for calculating the payment deadline.</p>

17.2.- CREDITS ON ACCOUNT (Art. 198.3 LCSP) <input checked="" type="checkbox"/> Not established <input type="checkbox"/> Established
17.3. DATA TO BE INCLUDED ON THE INVOICES: Company name, registered office, CIF [Tax number specific to Spain], description of the service provided in the invoice and order number provided by IFEMA.

<b>18. EXTENSION</b> (Clause 29)
<input type="checkbox"/> No <input checked="" type="checkbox"/> Yes. Possibility of 4 annual extensions <input checked="" type="checkbox"/> 3 month advance notice before the end of the contract or extension

<b>19. ESSENTIAL CONTRACTUAL OBLIGATIONS AND SPECIAL CONDITIONS FOR THE PERFORMANCE OF THE CONTRACT</b> (Clauses 37 and 38)
<p>19.1. ESSENTIAL CONTRACTUAL OBLIGATIONS</p> <p>Essential performance obligations are:</p> <p>a) Assignment of the specific media that is set out in Section 7.1 of the Table of Characteristics.  Required: <input checked="" type="checkbox"/> No  <input type="checkbox"/> Yes: The bidder, with the presentation of its bid, is obliged to keep all people identified in the bid assigned to the performance of the contract, whose assessment was a determining factor in being awarded the contract. Consequently, they may only be changed or replaced, even if only occasionally, with IFEMA's express written authorisation. Failure to comply with this essential contractual obligation shall be a direct cause for contract termination.</p> <p>b) Special conditions for contract performance that are set out in Section 19.2 of the Table of Characteristics: [No / <input checked="" type="checkbox"/> If established.</p> <p>c) <input type="checkbox"/> Yes. Compliance with the obligations derived from labour, social and tax regulations. Without prejudice to the foregoing, and to the provisions of Clause 25 of the Specific Administrative Specifications Document, the following are particularly essential contractual obligations:</p> <p>- <b>Tax, labour and social security obligations.</b></p> <p>The contractor is obliged to comply with legislation in force, especially with regard to tax, labour, social security, health and safety at work and other applicable provisions. To this end, the bidder must present IFEMA with any documentation it may request on these matters to ensure that the successful bidder complies with all its obligations.</p> <p>Consequently, the contractor, as the sole employer of its personnel assigned to the contracted work, expressly undertakes to comply, with respect to the same, with all the</p>

derived obligations, including labour, social and tax, and IFEMA declines any responsibility in this respect.

Failure to comply with them shall constitute sufficient cause for termination of the contract, without any right to compensation.

Likewise, in terms of occupational risk prevention, the contractor must have at IFEMA's disposal its occupational risk prevention plan, in accordance with current legislation, as well as sufficient accreditation of having conveyed to its personnel the information and instructions received from the employer in charge of the work centre in the terms set out in Article 18.1 of the LPRL, in relation to Article 9.3 of RD 171/2004.

**- Labour and social security obligations**

The contractor will perform the contract with personnel who have signed an employment contract with it, the successful bidder/contractor therefore being the exclusive holder of the rights and obligations conferred to this type of employer, consequently releasing IFEMA from all liability with regard to the aforesaid personnel.

- In accordance with the current regulations on subcontracting of works and services, control of illegal employment, the fight against irregular employment and Social Security fraud, the contractor is responsible for providing reliable and documentary proof of due compliance with the registration, membership and contribution obligations of its company as an employer and of its employees as workers regarding the works that are the object of the contract. To this end, it is obliged to obtain by its own means, arrange and deliver to IFEMA the most legally valid documents regarding its participation in the contracted activity and the workers assigned to it.
- The contractor must ensure that all the salary concepts paid to its workers for the work performed for performing the present contract are lawful, correspond to the nature of the work effectively performed, are duly reflected in the salary receipts and Social Security contributions and bear all taxes that are legally required.
- The contractor must, under its sole responsibility, verify compliance with these obligations with regard to the companies, self-employed workers or professionals it subcontracted, as applicable, for the performance of the work covered by this contract.
- The contractor must provide IFEMA with the following information and/or documentation:
  - Prior to the commencement of the performance of the contracted services:
    - Copy of the document proving the successful bidder's registration with Social Security.
    - Negative certificate for overdrafts with Social Security.
    - List of workers assigned to the activity with identification of surname and first name, and identification document (DNI or NIE).
    - Proof of the effective registration with Social Security of the workers assigned to the jobs that are the object of the contract by means of a resolution of registration or a Report of Registered Workers (ITA) issued by the Social Security with fingerprint control through the RED system.



➤ On a monthly basis:

- Negative certificate for overdrafts with Social Security.
- Proof of the effective registration with Social Security of the workers assigned to the jobs that are the object of the contract by means of a resolution of registration or a Report of Registered Workers (ITA) issued by the Social Security with fingerprint control through the RED system.
- Documentation proving the effective payment of salaries accrued for the performance of the jobs that are the object of the contract to the workers assigned to them.

The previous lists are understood to include, but not be limited to what was set out, and IFEMA may at any time request the submission of additional information and/or documentation to ensure the successful bidder's compliance with all its obligations.

d) No ☒ / Yes ☐ Minimum quality conditions in contract performance (SLA: Service Level Agreement)

e) Yes ☒ Specific obligations for the prevention of occupational risks

As the employer of the workers assigned to the contracted services, the successful bidder is obliged to fully comply with the duties regarding health and safety at work contained in the applicable regulations, with special mention of the provisions of the Act on Occupational Risk Prevention and specific regulations applicable to the contracted service.

f) Contract performance periods:

☐ Fulfilment of the total period

☐ Compliance with the following partial deadlines:

g) Others: .....

Their non-compliance is considered to be:

☒ Grounds for termination of the contract: those in sections (b), (c), (e)

☒ Cause for imposition of penalties: those in sections (b), (c), (e)

## 19.2. SPECIAL PERFORMANCE CONDITIONS

The following are special performance conditions, pursuant to the provisions of Article 202 of the LCSP:

a) Social or employment-related conditions

Required: ☒ No / ☐ Yes

b) Environmental conditions

Required: ☒ No / ☐ Yes

c) Innovation-related conditions

Required: ☒ No / ☐ Yes

d) Other

Required: ☐ No ☒ Yes.

[X] Compliance with obligations from subcontracting regulations. In particular, the obligation to be up to date with payments to its subcontractors or suppliers (Art. 227 LSP). In the event that subcontracting has been authorised, in accordance with the provisions of Section 20 of this Table of Characteristics, the following in particular are considered essential obligations:

- The assignee company may not vary the object or content of the services, nor assign or subcontract them to third parties, except with prior written authorisation from IFEMA.
- If the successful bidder subcontracts or assigns any service without the required permission, it will appear before IFEMA as the sole party responsible for all effects and purposes.
- Before concluding contracts with its subcontractors within the framework of the awarded contract, the successful bidder shall provide information on the work it intends to subcontract, indicating the proposed subcontractors. IFEMA must be notified in advance of the identification of the subcontractors, which may be vetoed with justification within 10 calendar days following the notice receipt date.
- For subcontracted services with the authorisation of IFEMA, the successful bidder must send IFEMA a copy of the contracts between the successful bidder and each subcontractor within ten days of their execution.
- For subcontracted services with the authorisation of IFEMA, the successful bidder will be obliged to communicate and make the subcontractors comply with the technical, quality and commercial requirements and conditions established in contract documentation, insofar as they are applicable to them.
- The successful bidder shall include in each of its contracts with the subcontractors the obligation of each subcontractor to cooperate with IFEMA in order to favour the work of supervision and coordination of IFEMA's activity.
- The successful bidder must reliably notify the subcontractors of the terms and conditions of the IFEMA contract.
- The successful bidder must be up to date with payments to its subcontractors and suppliers.

## 20. SUBCONTRACTING AND ASSIGNMENT (Clauses 33 and 34)

### 20.1. SUBCONTRACTING

[ ] Not permitted

[X] Permitted 30 % limit

[ Tasks that may be subject to subcontracting. (Specify)

- Clipping service

[ ] The bidder must indicate in the bid the part of the contract it plans to subcontract. In this case, the bid must include all information on subcontracting, including that regulated in the following paragraph, which shall also apply.

Where subcontracting is permitted, the contractor must, after the award of the contract (unless this paragraph requires this to be stated in the bid) and at the latest when contract performance starts, notify the contracting authority in writing of its intention to sign subcontracts, indicating the part of the service to be subcontracted and the identity, contact details and legal representative(s) of the subcontractor, and sufficiently justifying the aptitude of the subcontractor to perform it by reference to the technical and human resources at its disposal and its experience, certifying that the subcontractor is not prohibited from contracting. A form is attached as **Annex XIX**.

IFEMA MADRID may veto the subcontractors, with justification, by notifying the contractor within 10 calendar days from the receipt date of the notification. Likewise, IFEMA MADRID may request clarifying or complementary documentation to that which is submitted.

The main contractor must notify the contracting authority in writing of any changes to this information during the performance of the main contract, and of all information required on new subcontractors.

The main contractor must notify the contracting authority in writing of any changes to this information during the performance of the main contract, and of all information required on new subcontractors.

#### 20.2. ASSIGNMENT

☐ Not permitted

☒ Permitted: In accordance with the provisions of Clause 10.3. - ASSIGNMENT of the IFEMA Internal Procurement Instructions

#### 20.3. SUBROGATION OF WORKERS ASSIGNED TO THE FULFILMENT OF THE CONTRACT

☒ No

☐ Yes (specify requirements):

### 21. MODIFICATION OF THE CONTRACT (Clause 32)

Cases:

a) Unplanned modifications: As indicated in IFEMA MADRID's Internal Procurement Instructions.

b) Planned modifications:

- Increase or decrease of the volume/scope estimated in the specification due to specific business needs
- New projects linked to new event business lines or associated with event attendance/participation.

Mandatory maximum percentage limit for the contractor and maximum amount of the modification: 50% (212.000 euros)

Procedure: In accordance with the provisions of CLAUSE 32. Modification of the contract for the Specific Administrative Specifications.

## 22. PENALTIES (Clauses 30 and 37)

### 22.1. FOR DELAY:

☐ No

☒ Yes.

- For delays in the start-up of the accreditation centre, a 0.5% delay will be applied for each hour of delay over the official opening date by IFEMA MADRID on the amount awarded for the Media Operations item.
- For each day of delay in the delivery of press clipping reports, a penalty of 0.2% of the monthly fee will be applied
- For each day of delay on the agreed date for the delivery of the final consolidated report after the GP, a penalty of €500 shall be applied on the monthly fee of this item.
- For each day of delay in the delivery of monitoring reports and post-event executive reports, including quality indicators, incidents and recommendations for improvement, a penalty of €500 will be applied to the monthly fee for this item.

### 22.2. FOR NON-COMPLIANCE OR DEFECTIVE COMPLIANCE WITH FULFILMENT OF THE CONTRACT:

☐ No

☒ Yes.

- For defective performance or non-performance in the accreditation centre due to the absence or insufficiency of bilingual staff in the accreditation centre leading to delays of more than 30 minutes of waiting time and complaints, a penalty of €500 per documented incident will be applied to the amount awarded in the Media Operations item.
- For the incorrect delivery of international press accreditations (errors in names, categories or access permits) that generate access incidents or delays in the operation, a penalty of €200 per documented incident will be applied to the amount awarded in the Media Operations item.

<p>- For non-compliance with the procedural regulations regulated by F1 and/or the FIA, a penalty of 5% of the total value of the amount allocated to protocol and international VIPs will be applied to the amount awarded for VIP Service and GP protocol.</p>
<p>22.3. FOR NONCOMPLIANCE WITH THE COMMITMENTS TO ALLOCATE RESOURCES:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes. Specify penalties</p>
<p>22.4. FOR NON-COMPLIANCE WITH THE OBLIGATION TO PROVIDE INFORMATION ON THE CONDITIONS OF SUBROGATION IN EMPLOYMENT CONTRACTS:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes. Specify penalties</p>
<p>22.5. FOR NON-COMPLIANCE WITH ENVIRONMENTAL, OCCUPATIONAL SAFETY, SOCIAL OR LABOUR OBLIGATIONS:</p> <p><input checked="" type="checkbox"/> Yes. In the event of non-compliance, IFEMA MADRID may impose a penalty of up to 20% of the contract price.</p>
<p>22.6. FOR NON-COMPLIANCE WITH THE SPECIAL PERFORMANCE CONDITIONS:</p> <p><input checked="" type="checkbox"/> Yes. In the case of non-compliance with the special conditions established in Section 19.2 above, IFEMA MADRID may impose a penalty of up to 10% of the contract price.</p>
<p>22.7. FOR NON-COMPLIANCE WITH THE CHARACTERISTICS OF THE BID LINKED TO THE AWARD CRITERIA:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes.</p>
<p>22.8. FOR NONCOMPLIANCE WITH SUBCONTRACTING OBLIGATIONS:</p> <p><input checked="" type="checkbox"/> Yes. In the case of non-compliance with the special conditions established in Section 19.2 above, IFEMA MADRID may impose a penalty of up to 10% of the subcontract price</p>
<p>22.9. For non-compliance with the SLA (minimum quality levels in performance of the service):</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes.</p>
<p>22.10. OTHERS:</p> <p><input checked="" type="checkbox"/> No</p> <p><input type="checkbox"/> Yes.</p>
<p>22.11. MAXIMUM LIMIT OF THE AMOUNT OF PENALTIES:</p> <p>30%</p>
<p>22.12. DEADLINE FOR PAYMENT TO IFEMA OF THE AMOUNT OF THE PENALTIES IMPOSED:</p> <p>Within 30 calendar days following the communication from IFEMA MADRID</p>

### **23. GROUNDS FOR TERMINATION OF CONTRACT (Clause 44)**

23.1. Those set out in Clause 44 of the Specific Administrative Specifications.

The provisions of Article 313 of the Law on Public Sector Contracts shall also apply insofar as they do not contradict or differ from those in the Specific Administrative Specifications.

23.2. FAILURE TO COMPLY WITH THE ESSENTIAL CONTRACTUAL OBLIGATIONS indicated in Section 19.1 of this Table of Characteristics and those stipulated in the Internal Procurement Instructions of IFEMA MADRID.
23.3. THOSE REFERRED TO IN ARTICLE 211 OF THE LCSP: insofar as they do not contradict or differ from those of the Specific Administrative Specifications.
23.4. OTHERS [ ]

<b>24. ACCEPTANCE</b> (Clause 41)
DEADLINE <input checked="" type="checkbox"/> NO <input type="checkbox"/> YES. Given the characteristics of the proposed tender, this contract establishes a maximum period for the conclusion of the acceptance or conformity of the contract of ____ calendar days from the date of delivery or fulfilment of the purpose of the contract.  FORMAL AND POSITIVE ACCEPTANCE OR CONFORMITY ACT <input checked="" type="checkbox"/> NO <input type="checkbox"/> SÍ. Specify procedure and form:  PARTIAL ACCEPTANCES EXPECTED <input checked="" type="checkbox"/> No <input type="checkbox"/> The following established:

<b>25. GUARANTEE PERIOD</b> (Clause 42)
<input checked="" type="checkbox"/> No <input type="checkbox"/> Yes.

<b>26. CONTRACTUAL DOCUMENTS</b> (Clause 1)
The obligations assumed by the successful bidder when formulating his proposal do not affect the contractual nature of the following documents, which are listed in the order of priority below: <ul style="list-style-type: none"> <li>- The Specific Administrative Specifications and the present Table of Characteristics which completes it.</li> <li>- The Technical Specifications.</li> <li>- The works schedule in those cases where this is required according to the Specific Technical Specifications</li> <li>- Any other technical documents included in the dossier approved by IFEMA MADRID.</li> <li>- The execution document.</li> <li>- The successful bidder's bid.</li> </ul>

<b>27. DUTY OF CONFIDENTIALITY</b> (Clause 39)
<input type="checkbox"/> Not required <input checked="" type="checkbox"/> Yes. Maximum term: 5 years

**28. VISIT TO IFEMA FACILITIES** (Clause 48)

☒ No

☐ Yes.

**29. THE OBJECT OF THE CONTRACT REFERS TO INFORMATION TECHNOLOGIES AND/OR INVOLVES ACCESS TO IFEMA'S TECH PLATFORMS OR TOOLS OR INVOLVES THE PROCESSING OF SENSITIVE INFORMATION OR DATA OF A SPECIAL NATURE** (Clause 45)

☐ No

☒ Yes. In this case, in addition to the security measures set out in Art. 32 of the General Data Protection Regulation, those detailed in Annex 076 for contracts for goods and services with IT-related elements, included as **Annex XIII to these Specifications** shall be applicable.

**30. UNIT RESPONSIBLE FOR MONITORING AND ORDINARY FULFILMENT OF THE CONTRACT / CONTRACT MANAGER**

**Unit responsible for monitoring:** Formula 1 Management

**Contract Manager:** Formula 1 Director

**31. QUALITY MANAGEMENT SYSTEMS: EVALUATION OF THE CONTRACTOR'S PERFORMANCE**

IFEMA MADRID shall evaluate the contractor's performance during the contract performance period, based on the criteria that may be applicable, such as the quality of the service/product provided, compliance with the partial or total execution deadlines, the technical and/or commercial advisory services provided, the level of competence demonstrated, flexibility and availability provided, as well as the level of sustainability applied during its activity.