

## ANNEX II

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 1).*

### AFFIDAVIT TEMPLATE

Before IFEMA MADRID and within the bidding procedure for the contract ....., I, Mr ..... with National Identification Document (DNI) number ....., of legal age, in my own name (or on behalf of the company ....., with tax identification number (CIF) ....., and registered address at .....,

#### HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:

1. That the bidder is validly constituted and that, in accordance with its corporate purpose, it may bid for the tender, as well as that the signatory of the statement holds proper representation to submit the bid.
2. That the bidder has the pertinent classification, where applicable, or that it meets the economic, financial and technical or professional solvency requirements required, under the conditions established in the specifications and the Particular Administrative Specifications.
3. That neither the bidder I legally represent, nor its administrators or representatives, nor I, the undersigned, are not subject to any of the public contracting bans provided for in Article 71 of Law 9/2017, of November 8, on Public Sector Contracts, as provided for in Article 73 of the LCSP, either by itself or by extension, as a result of the application of Article 71.3 of the LCSP.
4. Designating as the email address to which notifications should be sent, the one registered in the e-tender platform which has the status of "authorised" in accordance with the provisions of the 15th Additional Provision of the Public Sector Procurement Act, in cases where the contracting authority has opted to issue notifications by email, which will be stated in Section 6 of the Table of Characteristics).
5. That on the date on which the deadline for submitting proposals or bids ends, it fulfils the conditions legally established for contracting with the Administration and specifically those cited in Clause 19 of the standard Particular Administrative Specifications, approved by the Contracting Authority, has the documentation that accredits this and undertakes to maintain these conditions for the time necessary for the purposes of this contract.
6. That the copies and scanned documents submitted are true and exact copies of the original documentation, and that it undertakes to provide the original documentation at any time it is required by the Purchasing and Procurement Committee or the Contracting Authority.

..... 20.....

Signed: .....  
(Signature and company stamp)

### ANNEX III

(This annex completed by the bidder must be included in Envelope or Electronic File No. 1)

#### CONTACT DETAILS OF THE BIDDER

With IFEMA MADRID and as part of the tendering procedure for contract ....., I, Mr ..... with ID number (DNI) ....., of legal age, in his/her own name (or on behalf of the company ....., with Tax Identification number (CIF) ....., and registered office in ....., street ....., no. ....), in order to facilitate contact between IFEMA MADRID and the participating companies, complete the form below with all the professional contact details of the persons involved in any administrative/technical matter related to this call for tenders.

COMPANY NAME:	
ADDRESS:	
CONTACT PERSON(S) FOR THIS FILE:	
TELEPHONE(S):	
FAX(ES):	
EMAIL ADDRESS OF THE CONTACT PERSON(S) FOR THIS FILE:	
OTHER INFORMATION THAT YOU CONSIDER OF INTEREST:	
<b>DO YOU CONSENT TO IFEMA MADRID KEEPING THIS DATA FOR FUTURE TENDERS?</b>	<b>YES</b> <b>NO</b>

In ....., 20....

Signed: .....  
(Signature and company stamp)

In compliance with current data protection regulations, we hereby inform you of the following regarding the processing of your personal data: Data controller: IFEMA MADRID - Feria de Madrid (Q/2873018B). Purpose: to manage the tender dossier in which it participates. Legitimate interest: consent of the data subject and pre-contract relationship. Recipients: IFEMA MADRID will not communicate the personal data processed to any third party, unless legally required to do so. Retention: your data will be kept until the tender dossier is resolved and will subsequently be erased unless you expressly give your consent on the form. In this case, you will be included as a possible supplier of IFEMA MADRID in the sector corresponding to your professional activity. Rights: access, rectify, erase, restrict or oppose the processing or request portability by writing to Avda. del Partenón, 5 (28042), Madrid, or by email to '[protecciondedatos@ifemamadrid.es](mailto:protecciondedatos@ifemamadrid.es)', indicating in the subject line: 'Exercise of Tender Supplier Rights', name and ID number. You can seek the protection of the Spanish Data Protection Agency (AEPD) at its website [www.aepd.es](http://www.aepd.es) and consult our privacy policy at [www.ifemamadrid.es](http://www.ifemamadrid.es).

#### ANNEX IV

*(In the event that the provisional guarantee is constituted by means of a bank guarantee, this form must be followed, and the corresponding document must be included in Envelope or Electronic File No. 1).*

#### PROVISIONAL BANK GUARANTEE FORM

The Entity ....., Tax Identification Number (NIF) ....., with registered office in ....., at ....., Postcode ....., and on its behalf ..... with sufficient powers for this this act.

#### HEREBY GUARANTEES

....., Tax Identification Number (NIF) ....., as a provisional guarantee, to cover the obligations arising from participation in the tendering process for "..... **FILE -.....**' before INSTITUCIÓN FERIA DE MADRID (IFEMA MADRID), for the sum of ..... euros (€.....).

The guarantor declares, under its own responsibility, that it complies with the requirements set out in Art. 56.2 of the General Regulations on Public Administration Contracts.

This guarantee is granted jointly and severally with respect to the principal, with express waiver of the benefits of order, division and exclusion and with a commitment to payment on the first demand of the INSTITUCIÓN FERIA DE MADRID (IFEMA MADRID), even with the opposition of the principal and without being able to postpone payment or refuse payment for any reason whatsoever.

This guarantee shall remain in force until its cancellation or return is authorised by the INSTITUCIÓN FERIA DE MADRID (IFEMA MADRID).

This guarantee has been registered on this date in the Register of Guarantees under number .....

(Place and date)

(Company name of the Entity)

(Signature of proxies)

## ANNEX V

*(In the event that the final guarantee is constituted by means of a bank guarantee, this form must be followed, and the corresponding document must be provided when the bidder who has submitted the best bid is required to do so in accordance with Clause 19 of the Particular Administrative Specifications).*

### FINAL BANK GUARANTEE FORM

The Entity ....., Tax Identification Number (NIF) ....., with registered office in ....., on street/square/avenue ....., PC ....., and on its behalf ..... with sufficient powers to bind it in this act.

### HEREBY GUARANTEES

....., Tax Identification Number (NIF) ....., in the form of a provisional guarantee, to cover the obligations arising from participation in the tendering process for the '..... **FILE -** ..... ' before INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID), for the sum of ..... euros (€.....).

The guarantor declares, under its own responsibility, that it complies with the requirements set out in Art. 56.2 of the General Regulations on Public Administration Contracts.

This guarantee is granted jointly and severally with respect to the principal, with express waiver of the benefits of order, division and exclusion and with a commitment to payment on the first demand of the INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID), even with the opposition of the principal and without being able to postpone payment or refuse payment for any reason whatsoever.

This guarantee shall remain in force until its cancellation or return is authorised by the INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID).

This guarantee has been registered on this date in the Register of Guarantees under number .....

(Place and date)

(Company name of the Entity)

(Signature of proxies)

## ANNEX VI

*(In the event that the provisional guarantee is constituted by means of surety insurance, this form must be followed, and the corresponding document must be included in Envelope or Electronic File No. 1).*

### TEMPLATE FOR SURETY INSURANCE CERTIFICATE

Certificate number .....(1) ..... (hereinafter the insurer), with registered office in ....., street ....., and Tax Identification No. (NIF) ....., duly represented by Mr/Ms .....(2), with sufficient powers to bind him/her in this act.

INSURES .....(3), Tax ID Number (NIF)....., as policyholder, with the INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID), hereinafter the insured, up to the amount of .....(in letters and figures), under the terms and conditions established in Law 9/2017 of 8 November on Public Sector Contracts, the IFEMA MADRID Internal Contracting Instructions, the implementing regulations and the Particular Administrative Specifications governing **DOSSIER - .....** as a guarantee.....(4), to respond to the obligations, penalties and other expenses that may arise in accordance with the aforesaid regulations and other administrative conditions with regard to the insured.

The insurer declares, under its own responsibility, that it complies with the requirements set out in Art. 56.2 of the General Regulations on Public Administration Contracts.

The non-payment of the premium, whether it is the sole, first or subsequent payment, will not entitle the insurer to terminate the contract, nor will it be extinguished, nor will the insurer's coverage be suspended, nor will it be released from its obligation, in the event that the insurer has to pay the guarantee.

The insurer cannot oppose the insured with the exceptions that may correspond to it against the policyholder.

The insurer undertakes to indemnify the insured at the first request of the INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID).

This surety insurance shall remain in force until its cancellation or return is authorised by the INSTITUCIÓN FERIAL DE MADRID (IFEMA MADRID).

Place and date:

Signature:

Insurer:

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

#### Instructions for completing the form

- (1) The full name of the insurance firm shall be given.
- (2) Name(s) and surname(s) of the proxy(ies).
- (3) Name of the insured person.

(4) Indicate the type of insurance in question, depending on whether it will be a provisional or final guarantee.

## ANNEX VII

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 1).*

### TEMPLATE FOR AFFIDAVIT SUBJECT TO SPANISH JURISDICTION

I, ..... Mr/Ms  
.....  
with National Identification Document (DNI) or equivalent document No. ....,  
acting on my own behalf (or on behalf of the company .....), before  
IFEMA MADRID and in relation to the dossier ..... for the contracting of  
.....

#### HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:

That for all incidents that may arise directly or indirectly in relation to the fulfilment, effects or termination of the Contract, the undersigned bidder submits to the **jurisdiction of the Spanish Courts and Tribunals of any order**, waiving, where applicable, any foreign jurisdiction that may correspond to them.

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

## **ANNEX VIII**

*(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).*

### **AFFIDAVIT TEMPLATE FOR TENDERER REGISTRATION**

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With IFEMA MADRID and within the bidding procedure for the contract ....., I Mr/Ms ....., with ID number (DNI) ....., of legal age, in his/her own name (or on behalf of the company ....., with tax identification number (CIF) ....., and registered address in ....., street ....., no. ....),

#### **DECLARE UNDER MY OWN RESPONSIBILITY:**

**1.** That the details entered in the Register of Tenderers submitted in this tender are valid and have not undergone any modification.

*(If so, please indicate any variations or modifications that have taken place and provide supporting documents).*

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

## ANNEX IX

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 3).*

### FINANCIAL BID TEMPLATE

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I,..... With National Identification Document [DNI] No. ...., of legal age and on my own behalf (or on behalf of the company..... with Tax Identification Code [CIF]..... and registered office at ..... No. ...., having been informed of the conditions required to bid for the award of the "..... FILE .....", hereby undertake to fulfil same accordance with the Tender Specifications and its Annexes, for the total sum of .....€, ..... Euros (in letters and figures) (EXCLUDING VAT). This figure represents a drop of ..... per cent of the basic tender budget.

In ....., 20....

Signed: .....

(Signature and company stamp)



# ANNEX IX.1.

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 3).*

## FINANCIAL BID TEMPLATE DETAILS

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ITEMS	MAXIMUM TENDER BUDGET	TOTAL SUM OF BID
Actions relating to the management and coordination of the media operations areas	160,500	
Protocol and VIP guest services	57,500	
PR, communication, i.e. media relations, communication and media monitoring	186,000	
Press clipping	20,000	
<b>TOTAL</b>	<b>424,000</b>	

**ANNEX IX.2.**

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 3).*

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**OBJECTIVE CRITERIA TEMPLATE**

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I,..... With National Identification Document [DNI] No. ...., of legal age and on my own behalf (or on behalf of the company..... with Tax Identification Code [CIF]..... and registered office at ..... no. ....,

**hereby declare under my own responsibility**

Mark **with an (X) where applicable**. Only one option may be ticked.

**MINIMUM EXPERIENCE OF PROJECT MANAGER**

The Project Manager has the experience of having participated in the last 5 years in at least 2 first editions on the F1 GP calendar in the management, coordination and services for the media (Media Centre, Accreditation Centre and press room).

☐ Yes, they have the experience

☐ Does not have the experience

## ANNEX X

*(Its submission is optional, in accordance with the provisions of Clause 39 of the Tender Specifications, and only if it is presented, it may be included in the envelope or electronic file whose contents include the data or information on which the reservation or confidentiality is requested).*

### AFFIDAVIT TEMPLATE

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I, Mr/Ms .....  
with National Identification Document (DNI) or equivalent document No. ....,  
acting on my own behalf (or on behalf of the company .....), before  
IFEMA MADRID and in relation to the dossier ..... for the contracting of  
.....

#### HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:

1. That the following data or information contained in your bid is particularly sensitive and confidential:

*(Identify precisely and in detail, to which data this right of confidentiality should be extended and provide a brief justification*

2. Providing consent for said data or information to be processed exclusively by the Contracting Authority (and the Purchasing and Procurement Committee) for the purposes of admission and assessment of bids.

For the purpose,

Hereby request that this data and information only be processed by the Contracting Authority (and the Procurement and Contracting Committee) as confidential and reserved, provided that this does not violate the principles of transparency and publicity, nor the rights of effective legal protection and suitable protection of the interests of the other bidders.

In....., on..... 20...

Signed: .....  
(Signature and company stamp)

## ANNEX XI

*(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).*

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**ECONOMIC AND FINANCIAL SOLVENCY**

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I, Mr/Ms .....  
with National Identification Document (DNI) or equivalent document No. ....,  
acting on my own behalf (or on behalf of the company .....), before  
IFEMA MADRID and in relation to the dossier ..... for the contracting of  
.....

**HEREBY DECLARE UNDER MY OWN RESPONSIBILITY:**

The company I represent had an aggregate turnover in the years 20..., 20... and 20... (VAT EXCLUDED) of:

**YEAR 20....:**

**YEAR 20....:**

**YEAR 20....:**

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

## ANNEX XII

*(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).*

### TECHNICAL SOLVENCY - REFERENCES

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I, Mr/Ms .....  
with National Identification Document (DNI) or equivalent document No. ....,  
acting on my own behalf (or on behalf of the company .....), before  
IFEMA MADRID and in relation to the dossier ..... for the contracting of  
.....

#### **DECLARE UNDER MY OWN RESPONSIBILITY:**

**To be completed as appropriate.**

1. That the company I represent has a minimum experience in the last 5 years in at least 2 different F1 GPs, in the management, coordination and services for the media (Media Centre, Accreditation Centre, and Press Room) according to the regulations established by FIA and F1.

#### **Reference 1:**

Description of the service with details of the functions performed:

Date:

Name of the GP:

#### **Reference 2:**

Description of the service:

Date:

Name of the GP:

2. That the company I represent has experience over the last 5 years in the planning, coordination and execution of the official FIA and F1 protocol, as well as the attention of international VIP guests (including guest management, access coordination, supervision of the official ceremony, etc.), having carried out such work in at least two F1 GPs.

#### **Reference 1:**

Description of the service with details of the functions performed:

Date:

Name of the GP:

#### **Reference 2:**

Description of the service with details of the functions performed:

Date:

Name of the GP:



3. That the company I represent has experience over the last 5 years in the definition, development and execution of a global international communication 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 in at least two F1 GPs.

**Reference 1:**

Description of the service with details of the functions performed:

Date:

Name of the GP:

**Reference 2:**

Description of the service with details of the functions performed:

Date:

Name of the GP:

In....., on..... 20...

Signed: .....  
(Signature and company stamp)

**ANNEX XIII**

**ANNEX OF DATA PROTECTION SECURITY MEASURES**

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# **Information Technology Management Documentation**

## **Annex for contracts for goods and services with IT-related items**

Information Systems and Cybersecurity



## CONTENTS

<b>A. GENERAL CONDITIONS FOR THE DESIGN, IMPLEMENTATION, OPERATION AND ACCESS TO IFEMA MADRID SYSTEMS .....</b>	<b>18</b>
Security .....	18
Dimensioning .....	18
Load testing .....	18
High availability and redundancy .....	18
Compliance with data protection regulations.....	18
Virtual infrastructure.....	19
Consistent automatic start-ups, shutdowns and restarts.....	19
Updates .....	19
Monitoring .....	19
Backup copy .....	19
Logs .....	19
Periodic maintenance operations of automatic systems .....	19
Systems operations manual .....	20
Support conditions .....	20
User authentication and authorisations.....	20
Data confidentiality .....	21
Handover of service.....	21
Integrations with other products or services.....	21
Processing special data .....	21
<b>B. ACCESS TO INFORMATION .....</b>	<b>22</b>
<b>C. SECURITY OF COMMUNICATIONS AND NETWORK RESOURCES .....</b>	<b>24</b>
<b>D. WORKSTATION SECURITY .....</b>	<b>25</b>
<b>IN MADRID, ON .....</b>	<b>31</b>
.....	33
.....	33

## **A. General conditions for the design, implementation, operation and access to IFEMA MADRID systems**

Any product or service related to IFEMA MADRID's IT resources, hereinafter referred to as the solution, must comply with the general conditions described in this annex.

The purpose of these general conditions is to obtain safe, efficient, sustainable solutions in their operation and in accordance with current legislation and regulations, as well as with the circumstances and strategies for the operation of IFEMA MADRID systems and also in accordance with the best current systems practices.

All system framework conditions will be taken into account from the outset, by design, to avoid the introduction of last-minute delays. The project team will meet with the IFEMA MADRID Systems Department in the initial phases of the project to report on the systems features of the solution, with the necessary data and criteria so that the IFEMA MADRID Systems team can make the most appropriate system commitments and informed decisions for IFEMA MADRID.

This document also details all the technical aspects related to the security of access to IFEMA MADRID IT resources.

### **Security**

The design of the offered solution and its implementation will be secure from the outset, adopting methodologies and paradigms from a security by design approach.

The project will adequately activate and take advantage of all measures and procedures offered by all related products or services in order to increase the security of the final result of the implementation, in accordance with the requirements and needs of IFEMA MADRID.

### **Dimensioning**

The dimensioning, parametrisation and resource allocation of the products or services comprising the project shall take into account the expected activity and the particular conditions of the project. Values will be proposed to achieve adequate performance and response times without over-allocating resources that will not be used. The capacity assigned to resources must cover the expected needs for a reasonable period and not be wasted. For example, to cover the requirements for one year or another period specified for the specific product or service.

### **Load testing**

Before the first productive use of the offered solutions, load tests shall be carried out simulating the expected maximum activity. In order to verify that the implemented solution offers the appropriate response times for a production environment and that the consumption of resources is in accordance with the capacity of the assigned infrastructure.

### **High availability and redundancy**

The offers of critical solutions for IFEMA MADRID's business whose unavailability may cause a high impact shall be equipped with appropriate high availability and redundancy measures. In the testing phase of the implementation project, the correct functioning of all these high availability and redundancy measures will be checked. Other availability conditions may be agreed at the convenience of IFEMA MADRID.

### **Compliance with data protection regulations**

The result of the project and its products will comply with legal regulations in force, complying with the directives, laws and regulations in force, as well as the internal rules of IFEMA MADRID.

The data, processing, designs and all information belonging to IFEMA MADRID are confidential and must be protected with the utmost diligence. All these elements, in the case of a Cloud or SaaS (software-as-a-service) solution, must always be physically located on servers, systems and data processing centres that have the maximum guarantees with respect to security measures and must be located within the territory of the European Union. As long as measures are used to guarantee the confidentiality of the data, authorised persons may access IFEMA MADRID's systems and data

regardless of the location of said persons. These accesses must not be accessible to unauthorised persons. For example, access in general and access from outside the European Union in particular will be through secure, encrypted and authenticated channels.

#### Virtual infrastructure

All solutions offered for an 'On Premise' solution shall work correctly in the VMWare vSphere virtualisation environment in its current version 6 available at IFEMA MADRID and in its later versions, as it is upgraded.

#### Consistent automatic start-ups, shutdowns and restarts

The solutions designed to operate on IFEMA MADRID's own systems will be integrated automatically and without requiring the intervention of any person with the start-up, shutdown and restart operations of the systems in which they operate. All these operations shall maintain data consistency. Shutting down the operating system will consistently consolidate all data from the solution before stopping it. Powering up the operating system will also automatically boot all products in the solution to a normal state to service users, without requiring any human intervention.

#### Updates

All offered solutions will have at least security updates, updates to resolve bugs, to adapt to changes in legal regulations, etc.

The initial implementation of the offered solutions will be done with their latest versions and upgraded to the most modern levels available.

#### Monitoring

Situations during the operation of the solutions offered that require the attention of IFEMA MADRID Systems personnel will produce appropriate alerts immediately, addressed to people in charge with sufficient information to proceed to remedy them. For example, the solutions offered will send emails to the addresses indicated during such situations.

#### Backup copy

For 'On Premise' solutions, mechanisms shall be activated to obtain efficient and consistent backup copies of the solution and its data with the Veeam Backup 9.5 product currently available at IFEMA MADRID and with its more modern versions, as updated. Procedures shall be documented and tested, in agreement with IFEMA MADRID, to consistently recover from individual unit data to the complete solution with all its data, including recoveries of partial datasets necessary to resolve the different types of possible disasters and minimising total service interruptions in cases of partial recoveries.

For Cloud solutions. The volume of data at risk of loss that is considered acceptable (RPO) is 24 hours. The tolerable downtime for recovery of data (RTO) is 24 hours.

Also for Cloud solutions, the mechanism that guarantees the availability of IFEMA MADRID data for IFEMA MADRID in the event of a sudden and permanent cessation of the provision of the service by the successful bidder shall also be provided.

#### Logs

Log generation will be appropriate for a production environment. Logs shall be rotated, compressed or deleted well before they may cause an incident by exhausting all available space in the production environment. No debug mode shall be left permanently activated in the production environment. The logs shall not contain information with sensitive or protected data, so that no confidentiality incidents are possible when investigating the logs.

#### Periodic maintenance operations of automatic systems

Routine periodic system maintenance operations will be delivered automated. Operations such as search and deletion of temporary elements, content re-indexing, performance optimisation, data

optimisation, etc. All these routine operations will be conducted periodically in an unattended manner and at night, outside working hours, to avoid impact on availability and response times. Other system operations that have an impact or risk on the availability or integrity of the production service will not be automatic because they are not at all routine. These operations shall be well documented so that the IFEMA MADRID Systems team can plan them and carry them out, if necessary, at the most appropriate time. Operations such as software updates, for example.

#### Systems operations manual

The usual systems operations manual for the product will be delivered with the solution. Emphasis will be placed on the development of precise procedures for those systems operations that are industrialisable and frequent, so that they can be carried out by non-specialised first level systems or user service teams.

Determine the status of the service or product, in particular its state of availability.

- Adding and removing new users in the product. Changes of department or existing user functions, etc.
- Unblocking user IDs. Solution for forgotten passwords.
- Any other operations specific to the product, service or solution that are frequent, shall be precisely documented for less specialised personnel to carry out.

Second-level system operations shall also be documented. These include, for example:

- Consistent shutdown procedures and start-ups integrated with operating system shutdown and start-up
- Incident investigation: opening of cases in official support, prioritisation of incidents, incident escalation, obtaining and sending log data to official support.
- Periodic non-routine maintenance operations, such as the application of upgrades
- Adjustments in the configuration of services, optimisation of resources, parametrisation, etc.
- Maintenance of the interfaces of the solution's products with each other as well as interfaces with other products. For example, document the location of elements that may change with the evolution of infrastructures such as login data or IP connection and port of a database driver or interface to an RFC service, changes in the URL of a web service, changes in security elements, changes in authentication elements with other products (basic, integrated, single-sign-on, digital certificate, etc.)

#### Support conditions

The solutions offered will have specific systems support. For solutions which are critical for the business of IFEMA MADRID, they will be 24/7/365 in Spanish and with response time of less than one hour in the event of serious incidents (24 hours a day, 7 days a week, 365 days a year). Otherwise, at the convenience of IFEMA MADRID, different support conditions may be agreed. For example: for non-critical solutions, the support could be 14/7/365, within the working hours of IFEMA MADRID, with a response time of less than one hour in the event of serious incidents.

#### User authentication and authorisations

The solution shall include the design and implementation of authorisations for the users of the products or services. It shall take into account the obligations and attributions of the different users who will use it: each type of user shall be allowed to perform only what is necessary on the data they have access to and shall be prevented from performing unnecessary activities and accessing data for which they are not authorised.

Of the authentication and authorisation mechanisms available, the one that is integrated with IFEMA MADRID's Microsoft Active Directory (AD) will be chosen. If there is no integration with AD, the most secure mechanism available will be chosen, in accordance with the requirements and indications of IFEMA MADRID.

Basic authentication systems based on passwords must have measures in place to prevent them from being guessed or disclosed to unauthorised persons. For example, policies that require them to be chosen with appropriate complexity of length, letters, numbers and symbols. Passwords that force periodic renewal, with automatic validity and expiry periods. Passwords that are neither in

dictionaries nor in lists of frequently used passwords. These systems shall have protection against brute force attacks by blocking repeated unsuccessful access attempts.

In Cloud solutions, authentication credentials must travel over secure encrypted https / TLS channels. All password strength measures described above, as well as additional security measures in the products offered, are essential.

Under no circumstances will default passwords be left for the predefined user IDs of the products of the solution.

Access to sensitive data belonging to IFEMA MADRID requires more secure authentication methods, for example, two factor authentication. Without prejudice to the additional measures for the general processing of sensitive data, which are described in their own section below.

#### Data confidentiality

The data of the offered solution shall not be available to unauthorised persons. At all times the data will be protected by the security measures of the offered solution.

In the case of solutions with confidential or sensitive data or Cloud processing, the solution shall have technical measures in place to ensure that confidential or sensitive data cannot be accessed even by the system administrators of the solution or by the administrators of the hosting service used.

#### Handover of service

For service-based solutions, in the event of termination of the service, it is necessary to execute the phase to hand over the service to IFEMA MADRID. The supplier must return everything necessary to IFEMA MADRID to be able to continue with the service in another Cloud or 'On Premise' provider, in the format and form that IFEMA MADRID decides. Standard data exchange formats shall be used for the types of elements concerned. For example, all data, service documentation, procedures, security measures, integration with other products or services, etc., shall be included.

During the service handover phase, the provider will work fully with the new service provider to ensure a full, rapid and secure transition of all elements of the service. The handover phase is one of the phases included in the solution itself.

#### Integrations with other products or services

Integrations of the solution with other products or services shall be done in a fully secure manner, as befits the design of the solution, in order to achieve an invulnerable integration. For example, communications between different products will be authenticated, signed and encrypted at both ends.

Integrations will be resilient to unavailability at either endpoint or will be automatically recovered. For example, if one endpoint is temporarily unavailable for maintenance or contingency, as soon as it becomes available again, integration between the two endpoints should resume automatically, without human intervention, in a manner consistent with the processing and data of both endpoints.

#### Processing special data

Regarding data that is special due to their impact on privacy, public liberties and the fundamental rights of individuals, such as data on minors, vulnerable persons, genetic, biometric, health, ethnic origin, trade union membership, religious convictions, etc. or any other data that the regulations in force consider to be data of a special nature.

If the contractor must access data as described above or if the solution to be installed involves the processing of such data, then, in order to ensure a level of security appropriate to the risk, at least two of the following technical security measures must be compulsorily incorporated, without prejudice to more stringent and specific measures required elsewhere in this contract:

- a) pseudonymisation and encryption of personal data;
- b) the ability to ensure the continued confidentiality, integrity, availability and resilience of processing systems and services;
- c) the ability to restore availability and access to personal data quickly in the event of a physical or technical incident;

- d) a process of regular verification, evaluation and assessment of the effectiveness of technical and organisational measures to ensure the security of

## **B. Access to information**

If the solution consists of access to IFEMA MADRID information or processing, such access will only be authorised for resources within the aims and scope of this contract. In addition, such access will be subject to the following conditions.

No other access outside the scope and objectives of this contract is permitted.

The successful bidder must implement the necessary security mechanisms to guarantee the security, confidentiality and availability of the solutions: data, processing, systems, products, services, etc.

The successful bidder will respect the legal provisions and regulations in force, including IFEMA MADRID's information security regulations and its Security Policy.

IFEMA MADRID will provide the successful bidder with the internal regulations document, belonging to the IFEMA MADRID Security Policy, called 'Rules for external personnel with access to the systems', which will be compulsory for all users who require any type of access to IFEMA MADRID's systems, processing or data, both remotely and in person.

- Only those employees of the successful bidder duly authorised by reason of the service may access IFEMA MADRID's computer processing or systems and only from those duly authorised posts (terminals) and locations, and only to the resources, processing and information authorised by IFEMA MADRID.
- The successful bidder will inform of any change in its personnel with access authorisation to IFEMA MADRID's computer systems or processing with sufficient time for the revocation/authorisation of their access. The successful bidder shall audit and control who accesses, at what time and for what purpose IFEMA MADRID's systems and data, and IFEMA MADRID must know at any given time who the specific persons accessing are. Unjustified access and access by unknown persons is not permitted.
- IFEMA MADRID may monitor any access to its information systems and processing. It shall be assumed that the acts carried out with the assigned ID and password have actually been done by the user who is the holder of the ID and password. The assigned user ID shall always be used correctly and the personal password shall be effectively safeguarded. Authorisations for access to IFEMA MADRID processing are personal and non-transferable, therefore, the contractor's staff may not pass on their accounts or access codes to other people.
- The successful bidder shall provide all the technical means and adopt all the necessary security measures to guarantee that only those persons authorised to provide the solution covered by this contract may access IFEMA MADRID's processing, resources and systems, and that other resources and solutions that the successful bidder may provide to third parties may not be interfered with.
- The use by the contractor's employees of IFEMA MADRID's processing or computer systems will be restricted to service hours. Upon finishing, all users must exit the applications and disconnect from the IFEMA MADRID network. Any extension of the service hours may only be authorised by IFEMA MADRID after sending a written request to its person in charge.
- Whenever the successful bidder has a relationship to personal data processing, in its capacity as data processor, for the provision of the service covered by the contract, it is aware and accepts that all its staff providing services to IFEMA MADRID will be informed of the terms and conditions established in relation to the aforesaid data processing, as well as the current mandatory personal data protection legislation. In this regard, all personnel

providing services to IFEMA MADRID must sign the corresponding Confidentiality Agreement and receive the IFEMA MADRID System Use Regulations.

- No attempt shall be made to decipher the encryption keys, systems or algorithms or any other security element involved in logical access to IFEMA MADRID's computer systems. Access to IFEMA MADRID resources not expressly authorised by IFEMA MADRID is not permitted. Only authorised resources, data, services and applications shall be accessed.
- The use of IFEMA MADRID's computer resources shall be in accordance with the stipulations of these conditions and solely for the purposes of IFEMA MADRID's aims and objectives.
- No data from IFEMA MADRID may be printed on paper, recorded or copies obtained on any storage device, including the hard disks of the equipment used, unless this is necessary for the intended and authorised uses for the provision of the service.
- Any incident or breach of security must be notified to IFEMA MADRID.
- No user shall possess any material or information owned by IFEMA MADRID, either now or in the future, for any use other than that for which he/she is responsible or the object of the contract.
- All available computer resources are the property of IFEMA MADRID and must not be accessed or viewed by unauthorised persons on the screens of the equipment used. The user must also keep the documents or lists printed with data from the IFEMA MADRID corporate network.
- In the event that, for reasons directly related to the service to be provided, the user comes into possession of personal data or confidential information on any type of medium, it shall be understood that such possession is strictly temporary, with an obligation of secrecy and without this granting any right of possession, ownership or copy of the aforesaid information. Likewise, the user must return said materials to IFEMA MADRID immediately after the end of the tasks that have given rise to their temporary use, and in any case, upon termination of the employment or contractual relationship. The continued use of the information on any format or medium in a manner other than that agreed and without IFEMA MADRID's knowledge shall not, under any circumstances, imply a modification of this clause.
- The personal data processing to which the successful bidder may have access is the responsibility of IFEMA MADRID, which declares that it has complied with all legal obligations with respect to automated and non-automated processing containing personal data, all in accordance with the provisions of Regulation (EU) 2016/679 of 27 April 2016, on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation or GDPR), Organic Law 3/2018 of 5 December, on the Protection of Personal Data and guarantee of digital rights (LOPDGDD), as well as any subsequent national regulations that may implement this subject.
- The successful bidder undertakes not to disclose or disseminate to third parties the data to which it may have access in relation to and/or as a consequence of the performance and/or development of the aforementioned service, which will at all times be private and confidential, undertaking to use them only in accordance with the conditions agreed in this contract, any communication of the same to other persons being expressly prohibited.
- Users of IFEMA MADRID's information systems must keep, for an indefinite period of time, the maximum reserve and not disclose or use directly or through third parties or companies, the data, documents, methodologies, keys, analyses, programs and other information to which they have access during their work or contractual relationship with IFEMA MADRID, both in material and electronic format. This obligation shall continue after the termination of the contract or employment relationship or the provision of the service.



- On expiry of the contract or at the end of each commissioned service, the successful bidder shall completely erase IFEMA MADRID's data from its computer systems without the need for prior notice.
- The successful bidder is aware and accepts that any other use of the aforementioned data, or its transfer to third parties, whether or not they are subsidiaries or companies in which it has holdings, for any purpose other than the aforementioned, constitutes a breach of this confidentiality agreement and of current personal data protection regulations, and IFEMA MADRID declines any responsibility in this regard.
- IFEMA MADRID reserves the right to carry out, at any time, the controls it deems appropriate to verify compliance with the provisions of this agreement.
- In the event of non-compliance with these conditions, the successful bidder expressly accepts and assumes full responsibility before the Administration and/or third parties, being liable for any violations committed in relation to the provisions contained in the personal data protection regulations in force at any given time, as well as for any penalties and/or compensation owed to third parties, including IFEMA MADRID, as a result of such non-compliance.

### **C. Security of communications and network resources**

If the solution consists of an interconnection with IFEMA MADRID, such interconnection shall not pose any risk to IFEMA MADRID, shall have the necessary measures to resolve security threats and shall have the adequate availability required by the solution.

- The successful bidder must have the necessary connectivity infrastructure to provide the necessary communications for the provision of the service. They shall have in place the additional physical and logical elements necessary to guarantee secure communications both with computers and with the applications, utilities and services involved in IFEMA MADRID's activities; it also undertakes to comply with the communication standards on which IFEMA MADRID's network architecture is based, for example, adapting to the configuration of security elements such as firewalls, proxies, etc. of IFEMA MADRID.
- The communication method must be agile and secure, using the various possibilities appropriate to each case. For example, among others, LAN to LAN VPNs, dedicated line, etc. The most advantageous offers for IFEMA MADRID will be studied by the successful bidder.
- Where the scope of the contract includes the establishment of connectivity for the provision of the service, the preparation of connectivity shall follow the execution of the contract. The successful bidder shall define the parameters for the connection and shall carry out all the necessary tasks to ensure that the connectivity is fully operational and tested in order to be able to start providing the service. During the provision of the service, the successful bidder must also provide the necessary technical support for the correct functioning of communications between the units from which the equipment performs the services for the entire duration of the service. To this end, please contact IFEMA MADRID's Information Technology
- Where communications-related service level agreements (SLAs) are established in the contract, the successful bidder is responsible for compliance with them.
- The installation and maintenance of the communications service will be the responsibility of the successful bidder; therefore, it will be responsible for the installation, maintenance and costs of the communications infrastructure and components, and it must implement and manage all the necessary equipment to ensure the proper functioning of these communications.



- The successful bidder will provide a voice communication infrastructure when applicable, preferably through the interconnection of its services with those of IFEMA MADRID or alternative proposals that guarantee communications between the provider's facilities and those of IFEMA MADRID, for the optimal development of the service.
- The successful bidder must isolate the connections for the solution, so that they can only be accessed from the equipment from which service is provided to IFEMA MADRID.
- Voice and data communication lines should be scalable and therefore allow for a quick and easy increase in bandwidth as needed.
- When tasks are required to be performed from the successful bidder's premises due to the nature of the service, the successful bidder shall provide its own, self-managed internet connection for its operators, with sufficient bandwidth to guarantee the level of service, including high availability backup lines.
- When the successful bidder connects to IFEMA MADRID through its corporate network, it will provide a network map with the highest level of detail to validate that the connection meets the security requirements required by IFEMA MADRID.
- These technical requirements may be modified by IFEMA MADRID due to business or technical needs and no changes may be made by the successful bidder without the consent of IFEMA MADRID.

#### **D. Workstation security**

In the event that the solution requires the successful bidder to use its own workstations or whenever non-IFEMA MADRID workstations are used, these workstations must not pose any risk to IFEMA MADRID, must have the necessary measures to resolve security threats and follow all the procedures for the safe use of workstations, such as those described below.

- When the object of the service requires the successful bidder to provide it from its own technological platform, the successful bidder undertakes to provide a technological platform that supports the systems and tools used, both its own and those of IFEMA MADRID, and guarantees the operation of the service and compliance with the agreements in this area with IFEMA MADRID. The successful bidder must support the possible installation of client-server applications, which could be used depending on how IFEMA MADRID decides to implement operator access.
- At all times, the successful bidder must follow the instructions requested by IFEMA MADRID regarding the updating of the technical conditions of the workstations.
- The workstations and devices provided by the successful bidder for the provision of the service must comply with all security requirements to ensure that the IFEMA MADRID resources accessed are not damaged. These requirements include maintaining an up-to-date antivirus engine and signature file and an operating system security patch level updated to the latest version that does not allow exploitation of bugs, system vulnerabilities and infection by viruses or malware. In addition they must have an active and correctly configured firewall protecting the workstations.
- The successful bidder must guarantee that the configuration of the equipment destined for IFEMA MADRID's service cannot be manipulated by unauthorised personnel within its facilities.
- When users leave their workstation, either temporarily or at the end of their workday, they must leave it in a state that prevents the processing or viewing of protected data.
- Each computer shall have a password-protected screen saver which shall be activated after ten minutes of inactivity and cannot be deactivated.

- In the case of printers, the user shall ensure that no printed documents containing protected data are left in the output tray. On printers shared with other users who are not authorised to access the data in the files, the persons in charge of each workstation shall remove the documents as they are printed.
- When the requirements of the contract so require, the successful bidder will be obliged to provide the solution with the computer equipment necessary so that they run optimally for their function, including the equipment (PCs, printers, peripherals, etc.), the corresponding software programs, as well as the communication services required for internet connection, email, and any others that may be of interest to the service, with the successful bidder assuming the costs that these may cause. It shall also be responsible for their maintenance and backup.
- If the purpose of the solution thus requires, IFEMA MADRID may provide the successful bidder with secure access devices, these being personal and non-transferable devices that must be kept safe, and the successful bidder will be held responsible for their loss or improper use by third parties. On completion of the service, the successful bidder shall return these devices.
- If the object of the solution thus requires, IFEMA MADRID may provide secure access software to the computer systems, this software being for personal and non-transferable use, and must be removed at the end of the service.

## ANNEX XIV

*(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).*

### COMPLIANCE WITH LABOUR OBLIGATIONS

I, Mr/Ms  
 .....  
 .....  
 with National Identification Document (DNI) or equivalent document No. ....,  
 acting on my own behalf (or on behalf of the company .....), before  
 IFEMA MADRID and in relation to the dossier ..... for the contracting of  
 .....

#### ACCREDITS THAT:

It complies with its labour obligations regarding the employees belonging to the company's workforce:

1. That at the time of submitting the bid it is up-to-date with all its labour obligations, including specifically, but not limited to, formal and material obligations regarding the prevention of occupational hazards and health and safety of workers and the payment of wages, in accordance with current legislation, including the applicable collective bargaining agreement, as well as any other company pact or agreement.
2. That all the salary concepts paid to its workers for the work carried out for conducting its activity are in accordance with the law, correspond to the nature of the work effectively executed, are duly reflected in the salary receipts and are taxed with the corresponding taxes and Social Security deductions, if applicable, and that the above is reflected in the tax declarations and contribution documents.
3. That the company requires and verifies compliance with these labour obligations with respect to the companies, self-employed workers or professionals subcontracted, where applicable, by the company.

In....., on the..... of .....

Signed: .....  
 (Signature and company stamp)



**ANNEX XV**

*(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).*

**EXPRESS CONSENT GRANTED TO IFEMA MADRID FOR THE REQUEST OF INFORMATION**

---

Mr/Ms

.....  
with Spanish ID (DNI) or substitute document no. ...., acting on his/her own  
behalf (or on behalf of the company .....), against IFEMA MADRID  
and in relation to the dossier ..... for the contracting of .....  
.....

**EXPRESSLY CONSENTS AND AUTHORISES:**

That IFEMA MADRID may request information on the fulfilment of the obligations of the company I represent within the framework of the awarded contract from the Social Security, Tax Agency or other administrative or judicial bodies or authorities.

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

## ANNEX XVI

(To be provided upon request to the bidder who has submitted the best offer according to Clause 19 of the Particular Administrative Specifications).

### DETAILS OF THE CONTRACTOR'S REPRESENTATIVE

#### I. DETAILS FOR THE FULFILMENT OF THE CONTRACT IN THE EVENT OF BEING AWARDED THE CONTRACT -

The details of the natural person with sufficient power of representation to sign the contract if awarded the contract must be stated:

NAME AND SURNAME OF THE REPRESENTATIVE SIGNING THE CONTRACT:	
ID number (DNI):	
MOBILE PHONE NUMBER OF THE REPRESENTATIVE SIGNING THE CONTRACT:	
EMAIL ADDRESS OF THE REPRESENTATIVE SIGNING THE CONTRACT:	
POSITION HELD IN THE COMPANY BY THE REPRESENTATIVE SIGNING THE CONTRACT:	

In ....., on .... 20.....

Signed: .....  
(Signature and company stamp)

In compliance with current data protection regulations, we hereby inform you of the following regarding the processing of your personal data: Data controller: IFEMA Madrid (Q/2873018B). Purpose: to manage the tender dossier in which it participates. Legitimate interest: consent of the data subject and pre-contract relationship. Recipients: IFEMA MADRID will not communicate the personal data processed to any third party, unless legally required to do so. Retention: your data will be kept until the tender dossier is resolved and will subsequently be erased. Rights: access, rectify, erase, restrict or oppose the processing or request portability by writing to Avda. del Partenón, 5 (28042), Madrid, or by email to '[protecciondedatos@ifema.es](mailto:protecciondedatos@ifema.es)', indicating in the subject line: 'Exercise of Tender Supplier Rights', name and ID number. You can seek the protection of the Spanish Data Protection Agency (AEPD) at its website [www.aepd.es](http://www.aepd.es) and consult our privacy policy at [www.ifemamadrid.es](http://www.ifemamadrid.es).

## ANNEX XVII

### CONTRACT FORMALISATION DOCUMENT TEMPLATE

---

In Madrid, on .....

#### BY AND BETWEEN

The party of the first part, **MR/MS** .....with National Identification Document (DNI) number .....

And the party of the other part, **MR/MS** .....with National Identification Document (DNI) number .....

#### ACTING HEREIN

Mr/Ms ....., as ..... of the Institución Ferial de Madrid, hereinafter "**IFEMA MADRID**", with Tax Identification Number. Q-2873018-B, with registered office at Avenida del Partenón, 5 (28042) Madrid;

Mr/Ms ....., on behalf of ....., .....hereinafter referred to as the "**Successful Bidder**," with Tax Identification Number (NIF) ....., and registered office in ..... (.....) .....

#### THEY HEREBY STATE

1. That in the procedure followed by IFEMA MADRID for the award of the contract '..... **File** .....', a call for bids was made in accordance with the Specific Administrative Specifications Document of the aforesaid file, which forms an integral part of this contract and which has been unconditionally accepted by the Successful Bidder by means of submitting its offer, in accordance with Clause ..... of the Specific Administrative Specifications Document.
2. That IFEMA MADRID, as a result of the aforesaid procedure, has awarded the contract to the bid submitted by the Successful Bidder, who has stated that it meets all the requirements for contracting with IFEMA MADRID.
3. That by virtue of the provisions of Clause ..... of the aforementioned Specific Administrative Specifications Document, the parties proceed to formalise this contract, of which the aforementioned Specific Administrative Specifications Document, the Annexes thereto and the

Technical Specifications Document (hereinafter "**TSD**"), as well as the bid submitted by the successful bidder, will form a contractual part.

Therefore, both parties acknowledge their legal capacity to enter into this contract, in accordance with the following

## **CLAUSES**

### **1. PURPOSE OF THE AGREEMENT**

The purpose of this contract is the execution by the Successful Bidder of ..... **File** ....., in accordance with the provisions of the Specific Administrative Specifications Document of the Reference File, the Annexes thereto and the TSD, as well as the offer bid by the successful bidder, which form an integral part of this contract.

### **2. VALUE OF THE CONTRACT**

In consideration for the services provided, IFEMA MADRID will pay the Successful Bidder the following price indicated in its offer:

[Unit prices OPTION] In accordance with the closed unit prices included in the bid submitted by the Successful Bidder and the provisions of the Specific Administrative Specifications for the determination of the contract price, the total sum is determined as ..... (€.....), plus the corresponding VAT.

[Lump sum OPTION] In accordance with the bid submitted by the Successful Bidder and the provisions of the Specific Administrative Specifications, the total closed lump sum price of the contract is determined as ..... (€.....), plus the corresponding VAT.

[Other method OPTION] In accordance with the bid submitted by the Successful Bidder and the provisions of the Specific Administrative Specifications for the determination of the contract price .....

### **3. TERM AND FULFILMENT OF THE CONTRACT**

The term of the contract shall be .....

The term for fulfilment shall be .....

And in witness whereof, both parties, in their respective representative capacities, sign this contract. The date of formalisation of the contract shall be the date of the last electronic signature of this document.

For IFEMA MADRID

For .....



.....

.....

.....

.....

## ANNEX XVIII

### APPLICABLE LEGISLATION

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1. The successful bidder, its staff, contractors and subcontractors must be familiar with and comply with IFEMA MADRID's general and technical regulations for conference centres, congresses and events when performing their work or providing their services on IFEMA MADRID's premises. All regulations are available and updated in the "About Us" space, section "Regulation and Support" of the institutional website. They must also be familiar with and comply with IFEMA MADRID's regulatory compliance rules and policies, also published on its institutional website under the section "Good Governance" of the **Transparency** portal.

#### 2. Health and Safety Regulations – Coordination of Business Activities

One of IFEMA MADRID Management's primary objectives is to ensure the health, safety, and wellbeing of all individuals present within the premises of the Recintos Feriales. This commitment to continuous improvement, set out in the Health and Safety Policy document, also covers all companies performing work at or for IFEMA MADRID on its premises or, occasionally, at events promoted by IFEMA MADRID at third-party facilities.

As the owner of the facilities, and according to current legislation in force, IFEMA MADRID is obliged to inform and give appropriate instructions to companies, self-employed workers and/or professionals who perform activities there, in relation to existing risks and protection, prevention and emergency measures.

For their part, the companies, self-employed workers and/or professionals concerned are obliged to include this information in their health and safety planning and, prior to the start of activities, to pass it on to their workers and any subcontractors that may exist.

As a concurrent company, IFEMA MADRID's coordination procedure requires it to access, know, apply and transfer the Health and Safety Regulations, which can be found on the institutional:

- **Instructions for action in case of emergency** (trade fair grounds and conference centre)
- **General risks of facilities and preventive measures in exhibition areas.**
- **Safety rules on the handling of the following work equipment:** Vehicles; Safety signalling; Machines and tools; Transfer of work equipment; Confined spaces; Platform lifts; Forklift trucks; Rolling scaffolding; Ladders; Low voltage electrical equipment.

Preventing accidents at work is a common objective of the parties, so the need to put safety before optimum efficiency, speed or comfort in the execution of the tasks to be performed when the manoeuvres, work methods or equipment to be used could compromise the safety of workers and/or installations is determined.

Any accident or work-related incident affecting the personnel of the company or of contractors and/or subcontractors, on the occasion of or in connection with the performance of the purpose of this contract, must be reported to the **coordinating management of the service** as soon as possible and **immediately in the case of serious accidents or accidents involving several workers**. The Control Centre is operational 24 hours a day.

#### 24-HOUR EMERGENCY TELEPHONE NUMBERS:

Recinto Ferial IFEMA MADRID:	+34 91 722 54 00
IFEMA MADRID Conference Centre:	+34 91 721 04 74

Similarly, those events likely to cause damage to the facilities or its equipment (electrical installations, fire extinguishing equipment, computer equipment, vehicles, signalling, structures, etc.) must be reported.

**In accordance with the above, IFEMA MADRID informs that the aforesaid documentation on the Coordination of Business Activities is an inseparable part of this agreement and, by signing this agreement, declares that it has accessed, knows, applies and transfers the aforesaid information.**

**3.** Based on the provisions of the applicable regulatory framework (Royal Decree 393/2007 Basic Self-Protection Regulations), the staff of the companies awarded contracts who provide services at IFEMA MADRID facilities and particularly for the services whose scope encompasses the activities of security guards, private detective investigation, access control, emergency medicine including doctors/nurses and ambulances, company firemen for fire prevention and extinguishing, concierge, cleaning and waste removal, catering, waiter services, accreditation, cloakroom, comprehensive maintenance of IFEMA Palacio Municipal and maintenance of elevators and stairways and escalators (including event services) of IFEMA Palacio Municipal will participate in the IFEMA MADRID Self-Protection Plan to the extent of their capacities. This company will facilitate, in the manner determined, the integration and participation of the same, with respect to the provisions of Chapter VI "Emergency Action Plan," implemented for this purpose at IFEMA MADRID. Except in duly justified exceptional circumstances and for the purpose of such effective integration, these personnel shall receive initial, specific and refresher training in this type of actions, in accordance with the assigned function, and shall participate in drills as a designated member of an Emergency Team, within the established organisational structure. Training and drills shall be carried out at IFEMA MADRID facilities in a planned and coordinated manner and, preferably, when personnel are present during the provision of the service. Compliance with the above is considered essential for said personnel to be able to carry out their work in the awarded service, which will be provided at IFEMA MADRID by your company.

## ANNEX XIX

Section 20.1 of Annex I requires the bidder to indicate in the bid the part of the contract it intends to subcontract; to be completed by the bidder (Form 1) and subcontractor(s) (Form 2) and the bidder must include the documents in Envelope or Electronic File No. 1.

This annex shall be completed by the contractor (Template 1) and subcontractor(s) (Template 2), if subcontracts are intended to be entered into, provided that subcontracting is permitted, as identified in Annex I, Section 20.1).

### TEMPLATE 1: SUBCONTRACTING OF SERVICES RELATED TO THE OBJECT OF THE CONTRACT

With IFEMA MADRID and within the bidding procedure for the contract ....., Mr ....., with ID number (DNI) ....., of legal age, in his/her own name (or on behalf of the company ....., with tax identification number (CIF) ....., and registered address in ....., street ....., no. ....),

#### DECLARE UNDER MY OWN RESPONSIBILITY:

1. That the company I represent intends to subcontract the following services:

- Task to be subcontracted (\*): .....
- Percentage of the service to be subcontracted out of the total contract (\*\*): .....
- Identity of the subcontractor: .....
- Contact details of the subcontractor: .....
- Legal representative(s) of the subcontractor: .....
- Company profile (\*\*\*) : .....

2. That the company I represent has sufficiently informed the company it intends to subcontract of the conditions governing the tender and award of the contract in question and provides the corresponding affidavit on compliance with the requirements demanded.

3. That the company I represent undertakes to comply with the obligations established in the applicable regulations on subcontracting, in accordance with the Particular Administrative Specifications that govern the tender and award of the contract in question.

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

(\*) (\*\*) The conditions established in Section 20.1 of Annex I of the Specific Administrative Specifications Document.

(\*\*\*) Defined by reference to the conditions of professional or technical solvency.

## SUBCONTRACTOR AFFIDAVIT TEMPLATE

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I, Mr/Ms. ...., with ID (DNI) number ..... of legal age, in his/her own name (or on behalf of the company ..... with tax identification number (CIF) ..... and registered office at ..... street .....), having been informed by the company ..... of the conditions governing the procedure carried out by IFEMA MADRID for the tender and award of the contract named ..... and of its intention to subcontract the company I represent for the performance of part of the services covered by the aforesaid contract, in the event that the company is awarded the contract, at the request of the latter:

### DECLARE UNDER MY OWN RESPONSIBILITY:

1. That the company I represent has been informed of, and is sufficiently aware of the conditions governing the procedure processed by IFEMA MADRID for the tender and award of the contract named ....., and that it intends to take on the performance of part of the work covered by the aforesaid contract in the event of being subcontracted by the company .....
2. That the company I represent meets the requirements of full capacity to work and experience in accordance with the specifications governing the award of the contract in question, to carry out the work by reference to the technical and human resources it has available and its experience.
3. That the company I legally represent is not subject to any of the prohibitions to contract contained in Article 71 of Law 9/2017 of 8 November, on Public Sector Contracts. According to the terms of Article 73 of the LCSP, neither by itself nor by extension, as a consequence of the application of Article 71.3 of the LCSP.
4. That I authorise the company ..... to submit this statement to IFEMA MADRID in the framework of the aforesaid tendering procedure and award of the contract named .....

In ....., on ..... 20....

Signed: .....  
(Signature and company stamp)

## ANNEX XX

*(This annex completed by the bidder must be included in Envelope or Electronic File No. 1).*

### TEMPLATE FOR COMMITMENT FOR THE CONSTITUTION OF A TEMPORARY JOINT VENTURE

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I, Mr/Ms ..... with National Identification Document [DNI] No. ...., of legal age and on my own behalf (or on behalf of the company ..... with Tax Identification Code [CIF]..... and registered office at .....

I, Mr/Ms ..... with National Identification Document [DNI] No. ...., of legal age and on my own behalf (or on behalf of the company ..... with Tax Identification Code [CIF]..... and registered office at .....

#### HEREBY FORMALLY DECLARE

That in the event of being awarded the contract, I undertake, on behalf of the companies I represent, to formally constitute a Temporary Joint Venture, under the protection of and in accordance with current legislation, jointly and severally liable to IFEMA MADRID with the following participation:

COMPANY A ----- %  
COMPANY B ----- %

Mr/Ms ....., with DNI ....., of the company ..... is designated to fully represent the member companies of the Temporary Joint Venture before IFEMA MADRID, with sufficient powers to exercise the rights and fulfil the obligations arising from the contract.

In....., on..... 20...

Signed: .....  
(Signature and stamp of the company)  
the company)

Signed: .....  
(Signature and stamp of