

FRENCH PAVILIONS IN SINGAPORE & IN THAILAND 2026-2027

TENDER SPECIFICATIONS

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1. PREAMBLE AND BUSINESS FRANCE PRESENTATION

PREAMBLE

Business France is the public consulting business serving the international development of the French economy. It is responsible for fostering export-led growth by French businesses, as well as promoting and facilitating foreign investment in France.

It promotes France's firms, business image and nationwide attractiveness as an investment location, and also runs the VIE international internship program.

Business France has more than 1,400 personnel, both in France and in 53 countries throughout the world.

For further information, please visit: www.businessfrance.fr

Business France, as a Public Industrial and Commercial Establishment (EPIC), must comply with the requirements of the public order for all its purchases, and more particularly with the Code de la Commande Publique (Public Procurement Code).

For that purpose, Business France specifies its needs and requirements in terms of construction (build-up and dismantling), transportation and storage of custom made, and standard elements of the French Pavilions organized by Business France on the pavilions in Singapore and Thailand in 2026-2027 and possibly in 2028 and 2029 and designed by the Exhibition Design and Services of Business France (called SCA).

PRESENTATION OF BUSINESS FRANCE

Business France's activities in pursuit of this objective include arranging group pavilions at a significant number of trade shows and exhibitions worldwide. These pavilions are organized in numerous geographic regions and encompass the primary business sectors (manufacturing, capital and consumer goods, etc.).

Marketing for each pavilion is handled by Project Managers from an Export Division (DE) that represents French companies within an individual business sector.

A French pavilion brings together French businesses that purchase a comprehensive service from Business France, including the installed space as well as promotional and networking activities. Through this arrangement, Business France relieves these companies of virtually all responsibility for their participation in the event and enhances their visibility, ensuring that it is simpler and more rewarding for them to participate.

2. TENDER PURPOSE

The purpose of this tender is to request a quotation for the production and construction of the French Pavilions organized by Business France and designed by the Exhibition Design and Services of Business France in Singapore and in Thailand in 2026-2027 and possibly in 2028 and 2029.

The bidder should propose an offer with the most satisfactory technical arrangements and materials for building the pavilion, and the most environmentally friendly solutions at the best price.

The tender concerns trade shows in two different countries. So, the contract is divided in 2 lots:

- Lot #1: Trade shows in Singapore
- Lot #2: Trade shows in Thailand.

This tender concerns the trade shows mentioned in Appendix 1 – list of trade shows (tab#1 for Lot #1 – Singapore, tab#2 for Lot#2 – Thailand).

All French pavilions organized by Business France in Singapore and in Thailand are not within the scope of the contract.

The trade shows excluded from this contract are:

- The French pavilions built by the official contractor of the organizers

Each bidder can submit an offer for 1 or 2 lots. Business France reserves itself the right to contract with 1 or 2 companies according to the lots.

We request 2 versions:

- A basic version
- A premium version

These versions designed by the Exhibition Design and Services of Business France are in Appendices 2 – Design, Drawings (Appendix 2a – Pavilion 3D views Singapore Thailand; Appendix 2b – Singapore Thailand Theoretical plans).

The contract is a single-supplier framework agreement without a minimum (no volume is guaranteed) and with a maximum amount of 1 900 000 USD TTC for the Lot#1- Singapore and with a maximum amount of 1 400 000 USD TTC for the Lot#2-Thailand.

This is a framework agreement that may also include additional services ordered based on purchase orders according to the rates indicated in Appendices 3 – quantitative & qualitative forms (Appendix 3a – Singapore and Appendix 3b – Thailand), as well as possible additional orders in case of custom services not provided for in Appendices 3. These will then be subject to a supplementary quotation.

We are not able to know in advance about the possible additional orders placed by our partners and clients.

The list and the dates of the shows can be modified by Business France and/or the organizers at any time for any reasons linked to public interest and in particular to meet Business France budgetary situation and obligations.

The total sqm of each show can also be modified (reduced or increased) during the contract period. The aforementioned list of shows, including their details, is only indicative, not definitive and is subject to modification. Business France will confirm the sqm at least 75 (seventy-five) days before the beginning of the build-up as mentioned in Article 5 of the Contract.

Business France reserves its right to order similar services other than the ones listed in the tender.

The price per sqm must include:

- Production
- Transportation
- Construction (build-up and dismantling)
- Maintenance during the trade show
- Cleaning at the end of build-up and dismantling
- Maintenance & Storage between trade shows of the custom made and standard elements specially built for Business France
- The relevant insurances

Business France also requests the bidder to place all technical orders (electricity, internet, ...) to the exhibition center to facilitate the organization (see article 5 of the contract and specially 5.a.3).

2a- DEFINITION OF A FRENCH PAVILION

Gathered by Business France on a French Pavilion, French companies benefit from a large range of services including fitted space, promotion, networking and a larger visibility.

The stands are commercialized by Business France or by regions or trade associations. These sections may require specific fitting and identification in terms of colors and signage (upper signage as well as at the booths' level).

The bidder must take into consideration that its offer that the pavilion can be partitioned on the same location (blocks) or/and can be split into different locations (halls or hall sections or convention centers). Currently, we do not have the final Pavilion shape (length, depth...), and the location (it could be located adjacent to other booths behind or on the sides, or even with the wall behind).

As of today, the French brands are FRANCE and in a second line CHOOSE FRANCE or TASTE FRANCE (see Appendix 4 – Signage, logos). They could change according to Ministers' decisions. In that perspective, we request that your quotation complies with the fact that the logotype could be different from one show to another one without any extra cost. We won't pay new print in case of

French signs change.

2b- DESIGN CONCEPT OF THE FRENCH PAVILION

For each lot, please refer to:

- the different files with detailed drawings valid (Appendices 2 – Design, Drawings) for Lot#1 Singapore AND Lot#2 Thailand (Appendix 2a – Pavilion 3D views Singapore Thailand; Appendix 2b – Singapore Thailand Theoretical plans),
- the Appendices 3 – quantitative & qualitative forms (Appendix 3a – Singapore and Appendix 3b – Thailand),
- Business France logos & graphic files for high structures (Appendix 4 – Signage, logos)

We request different versions as described in the design drawings and in the quantitative and qualitative forms (Appendix 3a – Singapore and Appendix 3b – Thailand). Each version per lot must be quoted in the appendices 5 – financial appendices (Appendix 5a – Financial Appendix Singapore AND/OR Appendix 5b – Financial Appendix Thailand).

Lot#1 – Singapore (1 version)

- Premium version with a 4m height

Lot#2 – Thailand (1 version)

- Basic version with a 4m height

The finalized layouts and information per trade shows will be given to the selected CONTRACTING PARTY 4 to 5 weeks prior to the buildup.

2c- SERVICES REQUESTED

The bidder must submit an offer including:

- The quotation for
 - ✓ Production
 - ✓ Transportation
 - ✓ Construction (build-up and dismantling)
 - ✓ Maintenance during the trade show
 - ✓ Cleaning at the end of build-up and dismantling
 - ✓ Maintenance & Storage between trade shows of the custom made and standard elements specially built for Business France
 - ✓ The relevant insurances.
- The most adequate technical solutions and materials to that effect. All dimensions are suggested and can be updated with your proposal. You could propose a substitution as long as the final render is the same as the initial queries.
- 3D views of the different projects according to the layouts (Basic version, Premium version) to judge if the concept is well understood. In addition, these 3D views will be sent during the contract to the exhibitors and the organizers or show venue for the design approval.

- Business France requests from the CONTRACTING PARTY a dedicated team that speaks at least fluent English and which includes a single point of contact for Business France's account in order to ensure the same level of quality of services on each show and capitalize on the experience acquired with Business France. The bidder has to supply explanations of its organization and how he will assure the services before, during and after the shows in the duration of the contract. French speaking Project Manager would be appreciated.
- Specific resources for graphics works:
 - ✓ **E-EVENEMENT**
Business France is developing a platform to enhance the communication with its clients and suppliers. This tool named "E-Evenement" is dedicated to the organization of events. It allows interaction on a dedicated space with the clients and also with the stand builders. Business France's clients are able to pass their orders and add their graphic files on this dedicated platform.
After the finalization of this platform, you will be granted a specific access to your personal and private account to recover the orders on an excel sheet as well as the logos and the graphic prints concerning the exhibitors. The private account will be used for notifications and emails and will be also used for exchanging with the SCA department.
And as a service provider you will receive a login and a password which will be unique for your company. The on-line transmission of information will not always be available or partially so as it will vary according to the type of show and will be agreed upon with the project manager of the SCA.
 - ✓ Or another exchange platform can also be used for the graphic works exchanges as per example: onedrive, sharepoint, ...
 - ✓ A team is dedicated to check the quality of the files upon reception and notify the client immediately if the file is incorrect. It will also need to be able to provide executive works only to fit the graphics with the support/partition walls. It will also be able to produce impressions for French companies and submitting to Business France printing proofs.
- Explanations of the conditions of storage and transportation of the custom-made and standard elements specially built for Business France (location of warehouses, carriers, maintenance of furniture stored, etc.).

3. CONDITIONS OF THE OFFER

PRICES

This is a framework agreement. Given its nature in compliance with Articles L. 2113-15 and R 2123-1 of Code de la Commande Publique, Business France reserves itself the right to negotiate this contract with all candidates: the negotiations may potentially cover the design, prices, quantities, quality, and delivery times of the offer. Business France reserves itself the right to negotiate with the candidates; however, the contract may be awarded based on the initial offers.

The bidder will propose its best prices in US Dollars (USD) including all services listed above. The prices are fixed per sqm all taxes included and includes:

- Production

- Transportation
- Construction (build-up and dismantling)
- Maintenance during the trade show
- Cleaning at the end of build-up and dismantling
- Maintenance & Storage between trade shows of the custom made and standard elements specially built for Business France
- The relevant insurances

The price does not include:

- The technical orders (per example: power connection and supply, internet, hanging fees, drayage if needed, water connection and supply, cleaning during the shows, ...) but Business France may also request the bidder to place all technical orders to the exhibition center and/or the organizers/official suppliers to facilitate the organization. An extra cost could be applied, if needed, by the CONTRACTING PARTY on the maximum limit of ten (10) % of the purchase order amount to include all the costs regarding these technical orders (e.g: bank transfer, exchange rate, ...) (see Articles 5 and 6 of the Contract Model).
- Any fees invoiced by organizers or Trade centers (ex: advertising fees)

In that perspective the selected contracting party will have to provide Business France with estimates and received its approval before ordering in the respect of the deadlines. The utilities orders will be charged separately from the pavilion materials (see Articles 5 and 6 of the Contract Model).

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For the Lot#1 – Singapore, the target price is:

- **205 USD/sqm all taxes included for the premium version with 4m height**

For the Lot#2 – Thailand, the target price is:

- **170 USD /sqm all taxes included for the Basic Version with 4m height**

All bidders will necessarily make an offer that perfectly responds to the request expressed in our present Tender Specifications.

Variants are allowed for technical solutions and furniture specifications and a SUPERSTRUCTURE / VERTICAL SIGN "FRANCE" illuminated as an alternative solution in case of budgetary constraints but all of them must respect the requests. Submitters can propose alternative solutions for production and construction IN RESPECT WITH PAVILION DESIGN specified. They can also propose other furniture specifications. These variants will be taken into account in the bid analysis.

NB: if case of modification of the different specified sizes, it must not be too important and be reasonable.

Quotations have to be done in US dollars (USD). Prices must be "all taxes included" if the supplier can justify an invoicing site in Europe (therefore an intra-European VAT number) or "every taxes excluded" if the supplier invoices from a country outside the EU. In each case, the supplier will have

to specify which VAT is applicable (percentage and amount). European companies have to give to Business France an intra-European VAT number.

If you are a candidate established in France or in another European Union Member State, please note that the applicable VAT is that of the buyer country, so the French VAT. In this case, you must indicate the percentage of French VAT (to date 20%) in the box reserved for this purpose in the financial appendix.

If you are a candidate established outside of European Union, it is your responsibility to indicate the amount of the applicable VAT, according to your status and the country in which you are established, as indicated in the DC1 and DC2.

The percentage of VAT indicated is your responsibility and it engages you contractually. If you indicate a percentage of 0%, please send us a document which justifies this percentage.

4. DURATION OF THE CONTRACT

The Contract becomes effective on January 1st, 2026, and is valid for a 24 months period until December 31st, 2027.

This contract shall be tacitly renewable twice for a length of one year from January 1st, 2028 to December 31, 2028 and from January 1st, 2029 to December 31, 2029 unless terminated notified three (3) months prior to the contractual maturity date for the subscribing entity and six (6) months prior to the contractual maturity date for the Contractor(s), by one of the Parties to the other Party, by recorded delivery letter with acknowledgement of receipt. No reasons need to be provided for the termination of the contract.

It will therefore cease automatically on December 31, 2029, at the latest without any further formalities.

5. CONTACTS

- The SCA (Exhibition design and Services department) manages the contractual relationship between Business France and the Contractor. Accordingly, it obtains confirmation of trade shows and events, places orders with the Contractor and manages the overall logistics for each trade show/event in conjunction with the Contractor. It sends the list of trade shows of the contract for each year. Delphine **LUCAS**, SCA Project Manager, Export Department
- The Purchasing Department initiates and coordinates the general aspects of the contract with the CONTRACTING PARTY. Vanessa **PRETEUX**, Head of the purchasing department, Finance Division

6. PROTOTYPE AND EVOLUTION OF THE PROJECT

Mockup/Prototype

A mockup / prototype is requested from the selected Contractor in order to validate the technical options.

We request the different options from the selected contractor in order to validate the technical solutions proposed and with the customized furniture: welcome desk, exhibitor counter, premium counter; etc. We also request a possible pavilion 6mx9m, we will send the selected contractor a plan to prepare the prototypes, with the versions of the lot you have submitted to, the basic version with a single back wall maintaining the structure plus a through gap and the premium version with the middle storage room showing the doors used.

Further to the realization of this prototype, modifications can be made to the project. These will be added to the list of items quoted if they create additional costs.

The validation of the prototype will be made preferably between week 49 and 51, 2025.

A mockup and/or pictures and videos could be requested for us to validate the prototype.

After checking the prototype, a report will be made by the SCA and signed by both parties. Some additional 2d and 3d views may be requested with potential modifications.

The production of the prototype cannot be subject to any payment.

Evolution of the contract

To answer to the needs of exhibitors, partners, clusters, regions... Business France reserves itself the right during the contract to change some items (new quotation will be requested) or cancel some items. In that case, the other items' quotations will not be changed.

7. APPENDICES

Appendix 1 – List of trade shows

Appendices 2 – Design, Drawings:

- Appendix 2a – Pavilion 3D views Singapore Thailand
- Appendix 2b – Singapore Thailand Theoretical plans)

Appendices 3 – quantitative & qualitative forms:

- Appendix 3a – Singapore **(4 different tabs)**
- Appendix 3b – Thailand) **(4 different tabs)**

Appendix 4 - Signage, logos

Appendices 5 – Financial appendices:

- Appendix 5a – Financial Appendix lot 1 Singapore **(2 different tabs to fill)**
- Appendix 5b – Financial Appendix lot 2 Thailand **(2 different tabs to fill)**

Appendix 6 – Example of Exhibitors extra orders

Appendix 7 - Environmental performance questionnaire

Appendix 8 - Anti-corruption questionnaire