



Consulado-Geral do Brasil em Montreal
Consulat Général du Brésil à Montréal
Consulate General of Brazil in Montreal

Montreal, March 22, 2024

BIDDING PROCESS # 001/2024

**- SIAL CANADA 2024 -
BRASIL PAVILION**

The **Consulate-General of Brazil in Montreal**, located at 1 Westmount Sq., Suite 1700, Westmount H3Z 2P9, hereby informs interested parties that it will hold a bidding process, in accordance with the specifications contained in this notice and its annexes, for the design, construction and maintenance of the “BRASIL Pavilion” at SIAL Canada 2024.

Should your company wish to participate in this process, please send your proposal to secom.montreal@itamaraty.gov.br **no later than April 9, 2024**.

1. Object

1.1 The purpose of this tender is to contract a company specialized in international trade fairs to design, build and maintain the “BRASIL Pavilion” at SIAL Canada 2024, which will take place at Palais des congrès de Montréal, May 15-17, 2024.

1.2 The tender will be for a single item.

2. Participation

2.1 This tender will be open to companies whose line of business is compatible with the subject of this tender.

2.2 Participating companies must present a declaration or other suitable means that proves the bidder's previous experience in providing services with similar characteristics to the object of this tender.

3. Proposal Submission

3.1 Proposals must clearly address all items required under the Terms of Reference.



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3.2. Proposals must contain the full identification of the bidding company, including name, telephone number, email address, and name of the contact person.

3.3 All specifications in the proposal are binding.

3.4 The final price of the proposal must include all operational costs and taxes needed to perform the service.

3.5 The bidder has full responsibility for the prices offered and no additional costs may be requested due to mistakes, omissions, or any other reasons.

3.6 All proposals must be sent to secom.montreal@itamaraty.gov.br **no later than April 9, 2024.**

3.7 Until the deadline, bidders may ask to replace or withdraw their proposals.

4. Selection criteria

4.1 The selection criterion will be of lower price, provided that all other requirements of the Terms of Reference are met.

4.2 Proposals that do not present all of the requirements listed in the Terms of Reference will be disqualified.

4.3 If more than one proposal has the same lower price, the companies whose proposals have the best price will be asked to submit a discount on their proposal and a new deadline will be set.

4.4 If there is only one proposal with the lower price, the tender will be awarded to the successful bidder after the conclusion of the selection process on **April 10, 2024.**

5. General Provisions

5.1 All information provided by the Consulate shall be treated as confidential.

5.2 The Consulate may revoke or annul this process, in whole or in part.

5.3 The winning firm is expected to sign a service agreement with the Consulate General of Brazil in Montreal.

5.4 The Consulate General of Brazil in Montreal reserves its right not to select the winning bidder if it becomes aware of a fact or a supervening circumstance that compromises its financial



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suitability, technical or administrative capacity of the winning bidder, without the company being entitled to any form of refund, compensation or damages.

5.5 All communications relating to this event will be done through e-mail.

5.6 Upon submitting a proposal, the bidder undertakes to abide by the terms of this tender and declares to be aware of its terms.

Consulate General of Brazil in Montreal

MINISTÉRIO DA AGRICULTURA E PECUÁRIA (MAPA)

SIAL Canada 2024

Pavilhão Brasil

Terms of Reference

Design, construction and maintenance of the BRASIL Pavilion

Introduction

1. The Ministry of Agriculture and Livestock (MAPA) and the Ministry of Foreign Affairs (MRE) regularly participate in major international trade fairs aiming to promote the Brazilian food industry and to offer a showcase for national producers and food companies. Therefore, MAPA and MRE are organizing the BRASIL Pavilion at SIAL Canada 2024 to be held in Montreal from 15th to 17th May 2024, and are thus placing this bidding.
2. The Consulate-General of Brasil in Montreal will hold the bidding, observing its regular criteria in selecting suppliers.

Scope

3. Design of the BRASIL Pavilion for SIAL Canada 2024.
4. Construction and decoration of the BRASIL Pavilion at SIAL Canada 2024 on a turn key basis. It includes, but is not limited to:
 - a) Construction of structural elements;
 - b) Construction of facilities (e.g. electricity wiring work and water, etc);
 - c) Contracting of electricity and water supply;
 - d) Fulfilling the demands of SIAL Canada 2024 organizers, regarding the setting up of the BRASIL Pavilion (e.g. applications for floor work, forms, ceiling, electricity, permission to use fire, payments of taxes, surcharges, staff authorization etc.);
 - e) Printing and placement of signage and other graphics;
 - f) Installation of equipment and appliances;
 - g) Provision of furniture.
5. Maintenance and cleaning of the BRASIL Pavilion during SIAL Canada 2024.

Design Guidelines

6. The BRASIL Pavilion at SIAL Canada 2024 will be located at “Palais des Congrès” de Montreal Level 2 Niv Pavilions Area of the International Pavilions, Booth 315 (**Annex 1**). The area of the Pavilion is 111.6 m² (6,1 x 18,3).
7. The BRASIL Pavilion should comprise the following spaces/uses (**Annex 2**):
 - a) 01 Reception Area;
 - b) 02 Business Lounge;
 - c) 20 Exhibitors' Booths;
 - d) 01 kitchen storage
 - e) 01 resting Area.
8. Bidders are requested to further develop the initial conceptual scheme, while observing the following design goals:
 - a) Explore the maximum buildings heights allowed by Pavilion at SIAL Canada 2024 regulations;
 - b) Give visibility to the BRASIL Pavilion at SIAL Canada 2024;
 - c) Convey a character of lightness, tidiness and warmth to the BRASIL Pavilion;
 - d) Give preference to economical and sustainable construction choices.
9. We stress that the above requirements might be subjected to adjustments depending on the final list of enrolled exhibitor companies.

Specifications

10. Reception (**Annex 2**).

- a) 01 Information Counter (**Annex 2**) with internal LED lighting and lockable space for storage underneath and logo display on front;

- b) 02 backrest stools (**Annex 4**);
- c) 02 Small waste baskets;
- d) 04 Electric sockets with 04 outlet multiple strips with universal adapters;
- e) 02 tote-bags holders;
- f) 02 table flags of Brazil & Canada, height of 30cm;
- g) Full graphics applied to the counter.
- h) 02 sanitizing gel dispensers;

11. Exhibitors' Booths, 20 in total.

- a) 20 Counters with a top glass display with internal LED lighting, lockable space for storage underneath and logo display on front with LED lighting (**Annex 3**);
- b) 02 backrest stools for each booth (**Annex 4**);
- c) 01 brochure holder for each booth;
- d) 01 Small waste basket for each booth;
- e) 01 Electric socket with 01 outlet multiple strips with universal adapters for each booth embedded on the floor;
- f) Company logo and graphics applied to the counter's front and sides (**Annex 3**).

11.1 No additional furniture items should be provided to exhibiting companies without previous authorization by the Pavilion Organizers.

12. kitchen Storage (Annex 2).

- a) 01 Kitchen countertop of a hygienic material easy to clean;
- b) 01 Water sink for general kitchen use;
- c) 01 Microwave oven;
- d) 01 Professional convection baking oven;
- e) Cake tins for baking cheese breads;
- f) Frozen/refrigerated cheese breads (Brazilian pão de queijo) - 200 units/day;
- g) 01 Professional blender;
- h) 01 Electric Cooktop with 02 burners;
- i) 01 Automatic Ice Maker Portable Freestanding Ice Machine, 58LB/24h;
- j) 01 Electric kettle;
- k) 01 Professional Coffee Machine for black coffee with and without sugar / with and without milk;
- l) Supplies of Brazilian Coffee (suitable for the Coffee Machine above such as coffee cups, stirrer, paper napkins) and Sweeteners for 5 days;
- m) 01 chest refrigerator (approx. 250l);

- n) 01 chest freezer (approx. 300l);
- o) 01 Potable water bottle 200ml (approx. 500 per day and supply of water for 5 days);
- p) 15 cm Paper plates (approx. 1,000-count);
- q) Disposable forks and spoons and knives (approx. 1000 each);
- r) Dish washing supplies (detergent, sponges, steel wool, brushes etc.);
- s) Wire shelves as much as possible for storage of supplies and exhibitors' products;
- t) 02 Lidded waste bin with garbage plastic bags (supply for 5 days);
- u) 10 Electric sockets with outlet multiple strips with universal adapters;
- v) 08 Rolls of paper towel and 6 dish cloths;
- w) 02 Silver Plate standard size for the waiter;
- x) Full wall graphics applied to the outside walls and door;
- y) 04 Pans big size and 1 fryer pan;
- z) 04 Cooking spoons.

12.1 A set of 4 shelves must be built on the kitchen wall.

13. Business Lounge.

- a) 09 round tables with four backrest chairs each (**Annex 5**);
- b) 01 Electric socket with 01 outlet multiple strip with universal adapters embedded on the floor for each table.

14. Meeting/Resting Area.

- a) 01 wall Television (65" or more) with USB ports;
- b) 01 sofa with at least 03 seats.

15. Pavilion Header.

- a) The builder is expected to propose the most suitable structural solution for the Pavilion header (supporting columns or hanging frame);
- b) In case the builder proposes a columns supported header it must be assured that no columns will be located outside the alignment of a partition wall, in order to avoid all interference with the Pavilion free spaces;
- c) The header must be structured with small panels (**Annex 2**), in a modern style, with 02 "BRASIL" embossed lettering on both sides of the header.

Artwork will be provided by the Pavilion Organizers after the bid;

- d) The builder is to explore the maximum height allowed in Enercare Centre to SIAL Canada 2024 regulations.

17. Lightning.

- a) The Pavilion lighting design must give preference to the use of LED lights;
- b) The quantity, wattage and positioning of the lights must provide proper lighting of the exhibitor areas as well as highlight displays and graphics of the header and walls;
- c) The lighting design must provide a balance of warm and cool lights in order to deliver visual comfort and ambiance.

18. Electrical equipment and electricity.

- a) The electricity consumption of the BRASIL Pavilion should be included in the bidder price estimation.

18.1 The freezer and the refrigerator must be on at all times (24h) starting on 22nd April 2024, 12:00 (noon) until the end of the exhibition.

19. The Pavilion Organizers will provide the artwork for signage and graphics after the bid. That artwork will be based on the final approved pavilion design and will follow the measures informed by the building company for each graphic.

- a) The bidder should be able to use and print graphics in high-resolution PDF files (300 dpi) that will be sent by the Pavilion Organizers proportionally reduced in 10%.

20. Other requirements.

- a) **ALL THE WATER CONSUMPTION OF THE BRASIL PAVILION SHOULD BE INCLUDED IN THE BIDDER PRICE ESTIMATION.**
- b) The Pavilion must be built on a raised wooden floor platform with ramp trims for visitor with special needs;
- c) All plumbing and wiring must be concealed inside the walls and the platform ;
- d) Bidders should give consideration to proposing the use of wood surfaces in the design of the Pavilion;

- e) It should be stressed that the above requirements might be subjected to adjustments depending on the final list of enrolled exhibitor companies.

- f) The contracted company must provide Pavilhão Brasil users access to fast internet, via Wi-Fi, for at least 30 devices connected to it.

Construction Deadline

21. Deadline for construction delivery is the 14th May, 12:00 (noon). By that time the BRASIL Pavilion should be ready for delivery to the exhibiting companies.

Compliance

22. The selected company will ensure by all means that the design, construction and maintenance of the BRASIL Pavilion at SIAL Canada 2024 complies with all the regulations issued by the exposition organizers as well as any relevant legislation and applicable standards.

Proposal submission

23. The submitted bidding proposal should clearly specify the prices of all the structural elements separately (building materials, walls/partitions, floor, hanging signage, graphics, etc).

24. The submitted bidding proposal should also clearly specify the prices of all the objects used in the reception, booths, business lounge, storage and kitchen spaces separately (desks, water sink, stools, tables, coffee machine, etc).

25. If a modular stand system is to be employed, it should be also specified in the project.

26. The submitted proposals should necessarily include:

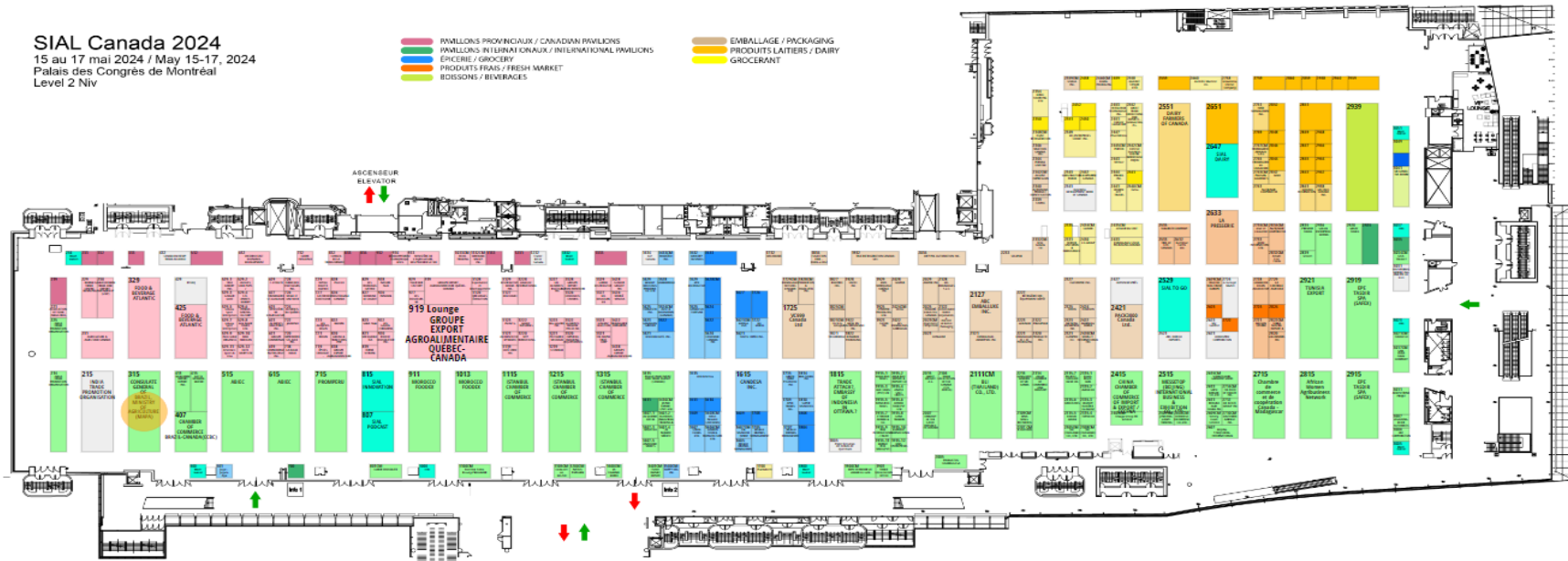
- a) Floor plan with dimensions;
- b) Dimensions of the walls, heaters and counters;
- c) Layout of the Pavilion with 2D and 3D perspectives;
- d) Elevation drawings with dimensions;
- e) Rendered views;
- f) Graphics' measurements.

ANNEX 1

LOCATION OF THE BRASIL PAVILION

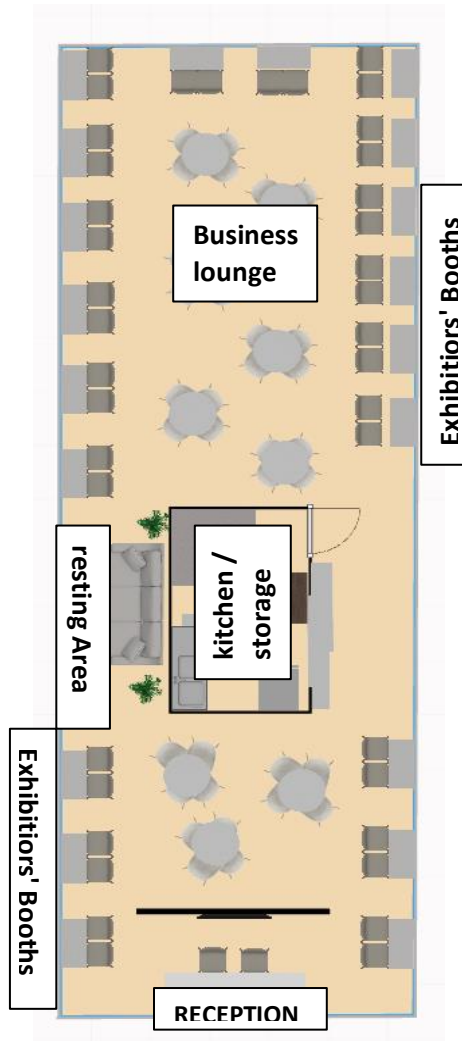
SIAL Canada 2024
15 au 17 mai 2024 / May 15-17, 2024
Palais des Congrès de Montréal
Level 2 Niv

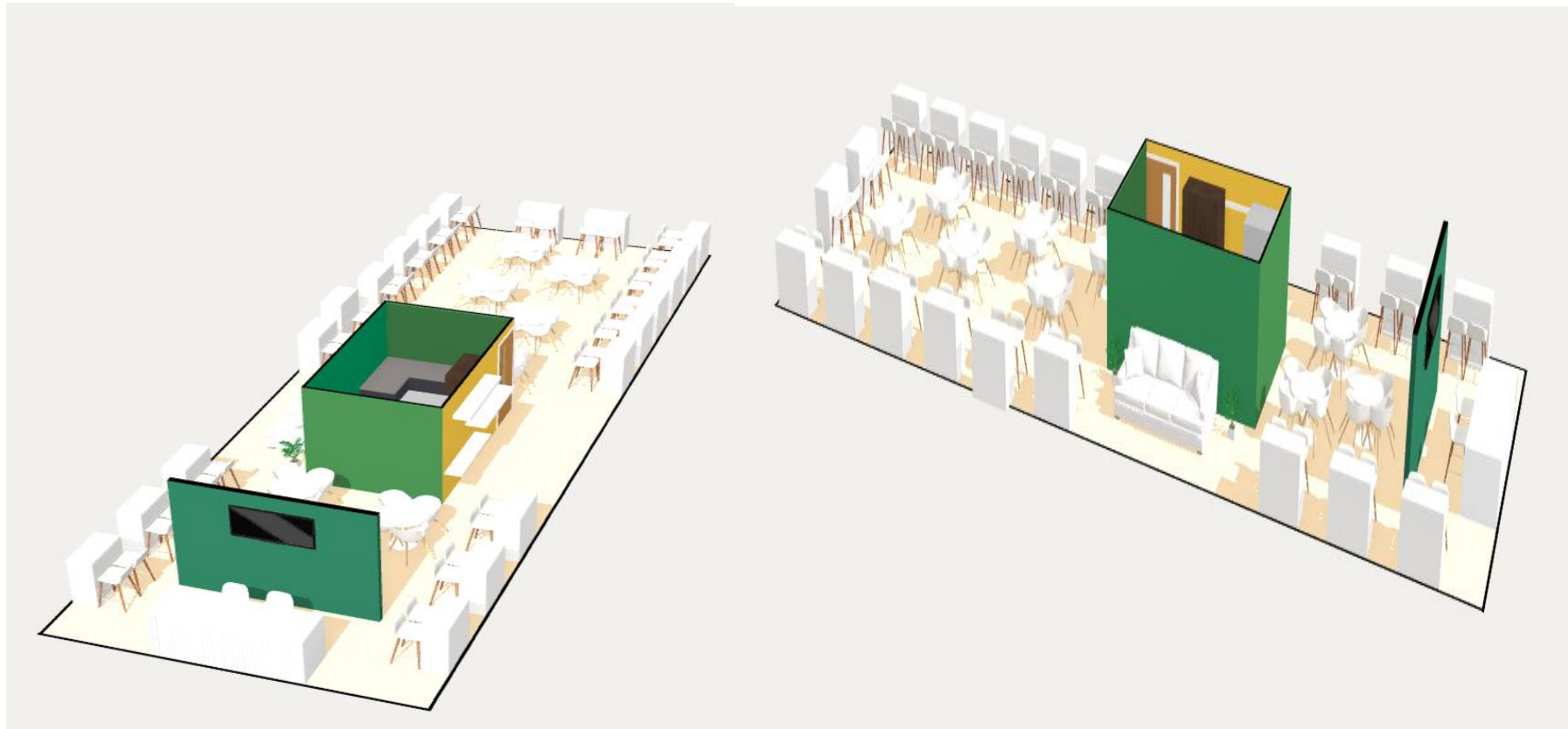
- PAVILLONS PROVINCIAUX / CANADIAN PAVILIONS
- PAVILLONS INTERNATIONAUX / INTERNATIONAL PAVILIONS
- ÉPICERIE / GROCERY
- PRODUITS FRAÎS / FRESH MARKET
- BOISSONS / BEVERAGES
- EMBALLAGE / PACKAGING
- PRODUITS LAITIERS / DAIRY
- GROCERANT

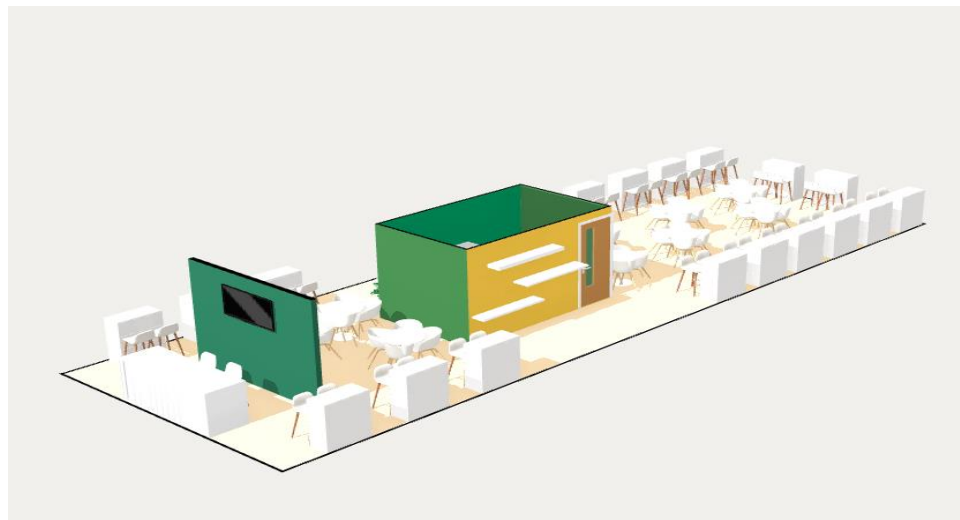


ANNEX 2

BRASIL PAVILION LAYOUT EXAMPLE



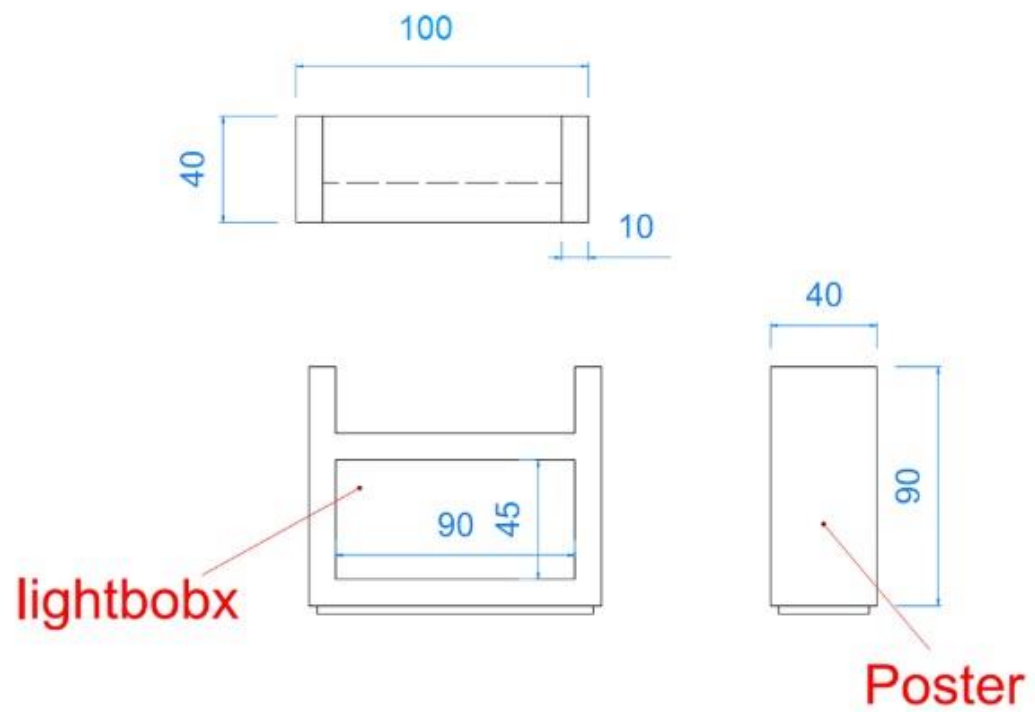




ANNEX 3

COUNTERS FOR EXHIBITORS - EXAMPLE





ANNEX 4

BACKREST STOOL - EXAMPLE



ANNEX 5

ROUND TABLE WITH 4 CHAIRS - EXAMPLE

