

**IMAR INTERNATIONAL EXHIBITION FOR RE-BUILDING SYRIA FAIR, İMMİB
NATIONAL PARTICIPATION ORGANIZATION CONSTRUCTION AND
DECORATION WORK OF THE TURKEY PAVILION AND İMMİB INFO STAND
(October 29 – November 1, 2025 Damascus Fair Ground - Syria)**

PARTIES: In this specification, the party requesting the bid is defined as Istanbul Mineral and Metals Exporters' Association (referred to as **İMMİB**), located at Yenibosna Merkez Mah. Sanayi Cad. No: 3 Dış Ticaret Kompleksi A-Blok K:5 Yenibosna Bahçelievler / Istanbul. The bidding party is defined as the **BIDDER**.

SUBJECT OF THE SPECIFICATION: The subject of this specification is to determine the procedures and principles regarding the stand design, construction, and decoration services for the IMAR INTERNATIONAL EXHIBITION FOR RE-BUILDING SYRIA FAIR to be held in Damascus, Syria, from October 29 – November 1, 2025, organized by **İMMİB**.

A- TECHNICAL SPECIFICATION:

I – BASIC CONSTRUCTION AND DECORATION WORK:

Net Exhibition Area: 200 m² for company stands + 27,5 m² for the **İMMİB** info stand, totaling **227,5 m²**. **İMMİB** reserves the right to expand or reduce the exhibition area. In case of an increase in the area, the **BIDDER** accepts, declares, and undertakes not to demand any change in the unit price offered.

Stand Layout: According to the attached layout plan (sizes of booth layout of the companies' area might change) (ANNEX-1), a layout plan, covering all companies exhibiting different displaying materials from all sectors such as marble, paint, plastic units, decorative products etc. should be prepared. Turkish companies will exhibit Hall 10 in Damascus Fair Ground.

General Appearance of the Stand: An original design should be created to make the Türkiye Pavilion stand out among other country pavilions and attract visitors' attention. Various construction materials, coverings, lighting, banners from the ceiling, etc., can be used. All these works should comply with the relevant regulations and guidelines of the Ministry of Trade.

Construction Equipment: Basic construction materials can include chipboard, laminated chipboard, wood, plastic, raw MDF painted with paint. Additionally, an effective lighting system will be applied, utilizing modern designs that do not emit heat. The lighting should be strong and homogeneous, using wall washers and LED lighting systems that can provide light in different tones.

If technical details related to the electricity and water connections used in the exhibition area are needed, contact the Fair Administration (www.imar.com). info@imarexpo.com Mr. Basel Alsayed - +963 998 450 400

If the construction is produced in Turkey, its transport to the Syria will be carried out insured by the **BIDDER**.

The materials and other equipment to be used will be clean and in good condition. The **BIDDER** will provide technical services during the fair with sufficient (at least 5) personnel. At the end of the fair, the necessary dismantling and return works will be carried out in accordance with the conditions set by the fair administration and in a timely manner, and compliance with all other rules set by the fair administration will be the responsibility of the **BIDDER**. Therefore, any penalty, compensation, or other sanctions imposed by the fair administration will be the responsibility of the **BIDDER**.

II – EXHIBITOR BOOTHS – 200 m²:

In the exhibitor booths:

9 -12 m² Booth Area (Standard Equipment):

- 1 info desk (with the company logo in the front)
- 1 Lightbox (1m x 1.3m)
- 1 table, 4 chairs
- Sufficient lighting for the wall,
- 1 three-socket electrical outlet
- 1 trash bin
- 1m x 1m lockable storage area
- Sufficient shelves or display units for different requirements of companies

15 – 20 m² Booth Area (Standard Equipment):

- 1 info desk (with the company logo in the front)
- 2 Lightbox (1m x 1.3m)
- 2 table, 8 chairs
- Sufficient lighting for the wall,
- 1 three-socket electrical outlet
- 1 trash bin
- 1m x 1m lockable storage area
- Sufficient shelves or display units for different requirements of companies

20 - 30 m² Booth Area (Standard Equipment):

- 1 info desk (with the company logo in the front)
- 3 Lightbox (1m x 1.3m)
- 3 table, 12 chairs
- Sufficient lighting for the wall,
- 1 three-socket electrical outlet
- 1 trash bin

- 1m x 1m lockable storage area
- Sufficient shelves or display units for different requirements of companies

30 m² and Above Booth Area (Standard Equipment):

- 1 info desk (with the company logo in the front)
- 4 Lightbox (1m x 1.3m)
- 4 table, 16 chairs
- Sufficient lighting for the wall,
- 1 three-socket electrical outlet
- 1 trash bin
- 1m x 1m lockable storage area
- Sufficient shelves or display units for different requirements of companies

All participating companies within the Türkiye Pavilion will have uniform standard booth equipment, ensuring clean and undamaged items, particularly tables, chairs, and logoed info desks. Optional additional display space will be offered to companies wishing to display more items.

İMMİB Promotional Booth Area – 27.5 m²:

The **İMMİB** Info Booth will be set up according to the specifications requested by the Ministry of Trade. The plan of the booth will be shared by **İMMİB** with the Turkish Ministry of Trade in advance, and any requested changes will be implemented by the **BIDDER** at no extra cost. The area of the **İMMİB** Info Booth may be expanded in square meters if a joint booth is opened with other Associations.

Within the 27.5 m² **İMMİB** promotional booth area located in the 10th Hall:

- At least 15 m² will be allocated for storage with plenty of shelves (sturdy), a countertop, lockable cabinets, and a coat rack. This area will contain 1 large refrigerator, 1 table, and 1 large trash bin. There will also be a water connection and sink in this area.
 - During the fair, a water dispenser will be planned, and water for the dispenser will be supplied by the **BIDDER**, with the cost to be pre-approved by **İMMİB** and reimbursed by **İMMİB** against an invoice after the fair (the cost of the water dispenser is included in the payment to the **BIDDER**).
- Comfortable seating areas will be available for visitors,
- A videowall and/or LED TV of at least 2x3 m will be mounted on the wall, with cables concealed.
- Digital foil prints will be placed on the side walls of the booth, illuminated by strong LED fixtures mounted on the walls.

A detailed technical drawing and price quote for the İMMİB Promotional Booth area design will be provided separately from the general booth offer. Along with the offer, a list of standard booth equipment and additional equipment (such as TV /LED wall) with

pictures, prices, and technical specifications (if any) will be provided (you can contact Ali BİLGİ for a description of İMMİB's expectations from this area at +90 212 454 06 72).

- All materials, lighting, and equipment used within the Türkiye Pavilion (excluding the İMMİB Promotional Booth area) will be uniform; especially tables, chairs, and info desks will be provided clean and undamaged.
- Booth height will be at the maximum height allowed (not lower than 3.5 m height) by the fair management.
- In Hall 10 there must be banners hanging from the balcony area provided by Bidder.
- Since fair is open to all sectors, there can be different displaying units for different companies.
- During the setup of the Turkish Pavilion, the **BIDDER** will open the crates belonging to the participating companies and transport the materials inside the booth. The **BIDDER** commits not to request any payment from **İMMİB** for the additional workers employed for this task. It is mandatory for all workers employed by the **BIDDER** for the booth construction to be insured. The **BIDDER** commits not to request any payment from **İMMİB** for the insurance fees and work permits of the workers employed. If the **BIDDER** cannot bring workers from its country due to the absence of work permits/visas, it will be responsible for any delays or failures in the project. The **BIDDER** is obliged to employ workers with the necessary work permits from abroad if needed.
- All the header/visual material, slogans, logos, and prints that will be installed/hung on the stand in accordance with the project will be created by **İMMİB** (with their numbers) and sent to the **BIDDER**. The printing/production cost and installation of these graphics will be carried out by the **BIDDER**. The production/printing costs are included in the bid amount.
- All visual materials to be used in the Turkish Pavilion will be prepared by the **BIDDER** using foil cutting and indoor digital printing techniques. All graphic work prepared by the **BIDDER** will be included in the contract price
- The lighting system should be strong and homogeneous.
- The entire electrical project for the Turkish Pavilion will be prepared by the **BIDDER** and submitted to **fair management** and obtain project approval from the relevant units. The stand electrical system will be gathered in a single panel, and there will be spotlights on the headers and stands. **All electrical work will be done by the BIDDER, and the BIDDER will bear all costs related to the distribution of electricity for the stand,** except for consumption and connection fees. A technical staff member will be appointed by the **BIDDER** to prevent potential electrical problems during the fair.
- After the installation of the stands is completed, all stands will be cleaned by the **BIDDER** before the fair. The project will be delivered cleanly before the fair.
- All travel, accommodation, meal, and insurance transactions of local and foreign employees to be employed during the assembly and disassembly of the Stands will be handled by the **BIDDER**.

- No construction will be carried out for the vacant areas belonging to **İMMİB** (those that cannot be sold or for which services will not be received), and **İMMİB** will not pay the **BIDDER** for these areas. The right to utilize these areas rests with **İMMİB**.
- The **BIDDER** agrees, declares, and commits that it and all its employees will comply with all measures, rules, and requests determined by **İMMİB** and the fair administration, and communicated to them, without objection. Otherwise, **İMMİB** reserves the right to immediately terminate the contract to be signed. In the event that **İMMİB** agrees with third parties to continue the work, the **BIDDER** will immediately compensate for the difference in cost and all damages incurred and to be incurred by **İMMİB**.
- The **BIDDER** must follow all the Syrian and Fair management rules. The insurance cost of the third-party firm providing the service will be paid by the **BIDDER**.

B – INTELLECTUAL PROPERTY RIGHTS:

Within the scope of the services subject to this Specification, all intellectual and industrial property rights, including but not limited to the rights to print, publish, reproduce, copy, distribute, communicate to the public through means of transmission of signs, sounds, and/or images, process, make any additions and modifications, and use any design, project, and material produced or created by the **BIDDER**, shall belong to **İMMİB**. The **BIDDER** shall not demand any fee or payment under the name of copyright or any other title. In cases where these intellectual rights do not automatically transfer to **İMMİB** for any reason, the **BIDDER** shall irrevocably and gratuitously transfer these rights to **İMMİB**. The **BIDDER** shall be responsible for any claims and applications made by third parties in terms of intellectual and industrial rights related to the designs, projects, and materials produced or created by the **BIDDER**.

C – FINANCIAL MATTERS:

➤ The project cost to be stated in the offer shall be provided in detail. LED Wall/screen to be used on the Sector Publicity Area and storage fee costs shall be stated in the offer as sub-items. If some features are offered optionally, this might be preferred.

➤ The price indicated in the offer shall be VAT and other taxes (if any) excluded and in USD. The price offered must be in numbers and in writing.

➤ The company shall submit a definite letter of bank guarantee unlimited in time before signing the contract and the amount of this guarantee shall be equal to the contract price.

➤ If the offer is accepted by the **İMMİB** and if the **İMMİB** and **BIDDER** agree on all terms and conditions of the Specifications, the terms of payment shall be as follows after contract signing:

- 50 % of the contract price shall be paid within a period of 2 week following the date of contract signing provided that a Letter of Guarantee having **contents and format**

approved by the İMMİB is submitted in an amount covering 100 % of the contract price,

- 50 % balance shall be paid against the invoice within a period of 20 (twenty) business days following the end of the fair. Accordingly, the payment shall be made in 2 stages.

The payments shall be duly made against an invoice and by bank transfer. Other particulars related to the payment (if necessary) shall be specified in the Contract. The **BIDDER** shall pay all kinds of stamp taxes, duties and fees arising from the Contract.

D – PENAL PROVISIONS:

➤ The **BIDDER** shall fully and timely perform booth construction, decoration services and obligations related to the Turkish Pavilion on IMAR INTERNATIONAL EXHIBITION FOR RE-BUILDING SYRIA 2025 Fair on site and in accordance with the Contract.

➤ If the **BIDDER** fails to perform the aforementioned service and obligations within due time or fails to deliver the booths -excluding force majeure events-, it shall pay a fine equal to half of the contract price under the Contract and based on the total cost of this project. On the other hand, if there are differences between the project offered and implementation of it, a penalty in the amount of 10% of the contract price shall be charged for each deviation and shortcoming, and the amount shall be deducted from its receivables without necessity of serving any further notice.

➤ If attendance to the aforementioned fair becomes impossible due to negligence or default of the **BIDDER**, the **BIDDER** hereby accepts and agrees that it is going to compensate all expenses paid (by the **İMMİB** and by the companies) for attending to the fair. If the **İMMİB** cannot attend to the aforementioned fair due to a mistake or negligence of the **BIDDER**, the **BIDDER** hereby accepts and agrees that it is going to compensate all direct or indirect damages sustained or to be sustained by the **İMMİB** and companies for not being able to attend to the fair. The **BIDDER** shall be directly responsible for all kinds of fines/costs/compensations to be claimed by the companies or Fair Manager. In this case, the **İMMİB** shall not assume any responsibility in any way and the **BIDDER** hereby accepts and agrees that it is going to make the related payment upon the written demand of the **İMMİB**.

➤ The **BIDDER** must take and comply with all occupational health and occupational safety measures when performing the services subject to the Contract.

➤ If the Turkish Pavilion construction, performance of the services subject to the Contract and -during the fair- if the **İMMİB's** and **BIDDER's** employees or exhibitors or third parties or products of exhibitors are damaged and harmed, the **BIDDER** shall be responsible for the aforementioned damages. These damages shall be deducted from the **BIDDER'S** receivables and if the cost of such damages exceeds the **BIDDER'S** receivables, the exceeding amount shall be compensated by the **İMMİB** following the **İMMİB's** first written demand.

E- CONFIDENTIALITY AND PERSONAL DATA PROTECTION

➤ The **BIDDER** hereby accepts, declares and agrees that all technical, commercial and financial, legal, operational information and documents to be provided by the **İMMİB** for performance of the service shall be considered confidential information and shall be used only performance of this service, and such information shall not be disclosed to the third parties and public without written consent of the **İMMİB**; the **BIDDER** is going to undersign the neutrality and non-disclosure statements to be drafted for this purpose and reports/documents to be prepared following discussions and assessments to be made shall be issued by the **BIDDER** bearing in mind confidentiality of the same. This article shall be valid and binding even after expiration of this contract. Otherwise, the **BIDDER** shall be obliged to compensate all kinds of pecuniary and non-pecuniary damages to be sustained by the **İMMİB** due to the foregoing.

➤ The **BIDDER** hereby accepts and agrees that the confidential information and secrets obtained from the **İMMİB**, information obtained from researches, which are carried out in the name of the **İMMİB** and paid for by the **İMMİB**, as well as information about the present specifications and terms & conditions of the Contract to be executed shall not be disclosed to and shared with anyone without consent of the **İMMİB**.

➤ The **BIDDER** hereby accepts and agrees that all kinds of technical information and technologies provided by the **İMMİB** -whether or not marked as confidential- shall be kept confidential for an unlimited period of time following expiration of the present specifications and contract to be executed for any reason whatsoever; the aforementioned information as well as any type of customer/personnel and other related party data, documents, papers and print-outs shall not be made available to the third parties and organizations.

➤ The **BIDDER** hereby accepts and agrees that all kinds of written documents containing aforementioned information about the **İMMİB**, information and documents kept in the digital formats as well as all other materials -including all copies- shall be returned to the **İMMİB** when the service provided is completed, and if there are any materials that cannot be returned, such materials shall be destroyed following the written consent of the **İMMİB** and the **İMMİB** shall be notified in writing about the results.

➤ Services, reports, outputs, opinions and suggestions to be prepared/presented by the **BIDDER** shall belong to the **İMMİB** and their ownership shall be transferred to the **İMMİB**. The **BIDDER** cannot disclose the **İMMİB**'s trade secrets, any resources or documents obtained through the course of this work to the public or to a third party.

➤ For the purposes of the Specifications, the **İMMİB** shall use the personal data of the **BIDDER** as well as its authorized officers, employees or third parties only for performance of

the legal obligations, execution of the subject matter of the specifications, promoting the works related to the scope of the specifications or measuring success of such works.

➤ The **BIDDER** hereby accepts, declares and agrees that the personal data obtained about the executives and employees of **IMMIB** within the framework of the activities performed under the scope of the present specifications or third-party personal data provided by the **IMMIB** within the scope of the Contract shall be used only for performing the service subject to the Specifications and such use shall be in line with the intended purpose and according to the contract.

➤ The **BIDDER** shall take necessary technical and administrative measures for protecting the personal data obtained within the scope of the Specification. In case of any data breach, the BIDDER shall immediately notify **IMMIB** and Personal Data Protection Authority.

F - SAFETY MEASURES AND INSURANCE

The BIDDER, at its own cost, shall provide and maintain in effect during the performance of the terms and conditions professional liability/indemnity insurance and employer's liability insurance against potential responsibilities arising out of this performance agreement. Upon signing these terms and conditions, BIDDER shall submit the insurance policy to the IMMIB.

The BIDDER is also responsible for taking the work safety measurements of his employees and is also responsible for any work accident or possible penalties and compensation demands and shall be liable to pay all loss, and damages of third parties, the IMMIB, EXHIBITORS who may arise out of the performance of this terms and conditions.

G – FORCE MAJEURE

If one of the Parties fails to perform or delays performing any one of its obligations assumed under the specifications due to incidents that cannot be controlled by the parties and that cannot be prevented by the party suffering from such incident despite reasonable efforts, including but not limited to wars (declared or not), occupations, acts of terror, rebellions, civil wars, domestic disturbances or disorders, strikes, sabotages, lockouts, fires, thunderbolts, earthquakes, floods and such other natural disasters, epidemics seen all around the world, particularly the corona virus (“Force Majeure”), then it shall not be held responsible by the other Party. If performance of all or some of the services subject to the Specifications stop(s) or is/are prevented for a period over 7 days due to one or several Force Majeure event(s), **IMMIB** shall have the right to withdraw from procuring this service.

The **BIDDER** hereby accepts, declares and agrees that it is not going to make any claims if **IMMIB** decides not to receive the service subject to this tender and specifications due to a Force Majeure incident.

H – MISCELLANEOUS:

➤ The **BIDDER** shall submit its offer for the project design and implementation of this design as separate items.

➤ Preferably, the **BIDDER** should have experience in national booth construction for international fairs. References and photographs related to the booth constructions performed previously shall be included in the offer along with the design drawings, pricing and wood etc. samples.

➤ The project offered should cover all kinds of workmanship service related to performance, assembly and disassembly works. The **BIDDER** shall cover transportation, accommodation, meal, insurance expenses and all other costs of all personnel to be assigned for performing the services as well as all workmanship rights and obligations of such personnel arising from the labour and social security law and regulations, and a team of minimum 5 workers shall be assigned for the construction job and, additionally, minimum 3 technical workers shall be assigned for responding to the technical assistance requests to be received during the fair.

➤ The **BIDDER** must comply with the general and technical conditions to be determined by the fair administration as well as making necessary technical calculations and measurements related to the Project. The **BIDDER** shall be responsible for any fines, sanctions or compensations to be imposed by the fair administration for matters under the responsibility of the **BIDDER**.

➤ The **BIDDER** is responsible for delivering the measured project of the Türkiye's Pavilion to the Fair Administration on time for obtaining approval.

➤ All of the aforementioned terms and conditions shall be included in the contract to be executed with the **BIDDER** after evaluation of the offers. After evaluation of the offers, a contract including all terms and conditions of the specifications and binding both parties shall be concluded with the **BIDDER**.

➤ The **BIDDER** must submit a definite letter of bank guarantee unlimited in time to **İMMİB** within a period of 1 week following the conclusion of the contract and the amount of such bank guarantee should be equal to the full contract price. This letter of bank guarantee shall be returned at the end of the fair provided that the service is fully received from the **BIDDER** according to the terms and conditions of the contract. If the contractual obligations are not performed by the **BIDDER** according to the Contract or if the **BIDDER** must compensate **İMMİB** due to the reasons indicated in the Contract, the **ASSOCIATION** shall have the right to cash the aforementioned Guarantee. Type and contents of the guarantee might be changed ex-officio by the **İMMİB**. The **BIDDER** must comply with such requests of the **İMMİB** however this obligation is limited to the contract price.

➤ **The deadline for sending construction offers is until 15:00 o'clock on September 10, 2025, Wednesday. Offers to be submitted to the İMMİB after the deadline shall not be considered.**

➤ The **BIDDER** shall determine price of the service detailed in the Specifications and then deliver its signed offer including the total price in numbers and in writing **via e-mail until 15:00 o'clock on September 10, 2025 Wednesday by the latest.**

➤ The **BIDDERS** hereby accept and agree that they shall not be entitled to claim any damages and make any other claims from **İMMİB** under any circumstances if the offers are not selected following the evaluation.

➤ **İMMİB** has the right of cancelling the tender if deemed necessary by it. If **İMMİB** decides to cancel the tender for any reason whatsoever, the **BIDDERS** hereby accept and agree that they shall not be entitled claim any damages and other rights from **İMMİB** in any way.

The Offer includes:

1. General top view plan (render)
2. Perspective view (render)
3. Design Details
4. Sample of Company Booth's Detailed View (render)
5. Sample of Detailed View of İMMİB Promotion Booth (render – perspective and top view)
6. Detailed Cost Analysis (Design and implementation of design should be separate items)
7. References
8. Photographs of Previous Booth Designs

İMMİB Contact Details:

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İMMİB - KİO
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Contact Details of Fair Administration:

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I – INELIGIBLE BIDDERS

The following parties cannot make an offer directly or indirectly; if following circumstances are discovered after submitting an offer, the offers shall not be considered and if the procurement decision is made in favour of them, it shall be cancelled.

- a. Members of the Turkish Exporters Assembly's (TIM) / İMMİB's Board and Audit Board which will be in charge of this procurement, TIM/İMMİB Personnel,
- b. Employees who left the TEA / Association in charge of this procurement, persons who withdrew from Board and Audit Board membership; this applied for a period of three years from the date of leaving,
- c. Spouses and first-degree blood relatives and relatives by marriage of the persons written in subparagraphs (a) and (b) of this paragraph,
- d. Legal entities where the persons listed in subparagraphs (a), (b) and (c) is a partner,
- e. Bidders who selected previously but abstained from duly concluding a contract and bidders who withdrew from their contractual commitments after concluding a contract and bidders who failed to duly perform their obligations, excluding force majeure,
- f. Persons who are banned from bidding on public procurements under any laws.

J – REASONS OF DISQUALIFICATION

The following bidders shall be disqualified from the tender if the following are determined:

- Parties having finalized social security debts under the regulations of Türkiye or its own country,
- Parties having finalized tax debt under the regulations of Türkiye or its own country,
- Parties sentenced in accordance with a court ruling in the 5 years before the date of tender due to any professional activities.

K – EVALUATION OF OFFERS AND CRITERIA TO SELECT A COMPANY

- The offers shall be evaluated by a Commission to be organized by İMMİB's Board of Directors and General Secretariat.
- Reasonable pricing and service quality provided by the **BIDDER** in similar works shall be taken into consideration when evaluating.
- The **BIDDERS** shall be notified in writing about the results of evaluation.
- The **BIDDERS** hereby accept and agree that if their offers are not selected at the end of the evaluation, they shall not be entitled to claim compensation and make any claims towards the **İMMİB** under any circumstances.

L – WAIVE OF TENDER

- The **İMMİB** has the right to waive the procurement indicated in the present Specifications until execution of the contract. If the right to waive is exercised, the guarantee (Letter of Bank Guarantee or Government Bonds) received by the **İMMİB** shall be returned.
- The **BIDDERS** hereby accept and agree that if the **İMMİB** decides not to do the tender for any reason whatsoever, they shall not be entitled to claim any damages and make any other claims from the **İMMİB** under any circumstances.

➤ **SETTLEMENT OF DISPUTES**

Istanbul Arbitration Centre is authorized to settle disputes arising from the Specifications. The disputes shall be governed by the Turkish Law and arbitration rules of Istanbul Arbitration Centre.

ANNEXES:

- ANNEX-1 : IMAR 2025 – General Floor Plan
- ANNEX -2 :IMAR 2025 – Hall 10 Pavilion Plan and Türkiye’s National Participation Floor Plan
- ANNEX -3 : Türkiye Logo
- ANNEX -4 : Turkish Construction Logo
- ANNEX -5 : Photos of Turkish Pavilion from previous years.