



Madrid, 23 March 2018

Subject: Letter of Invitation to Tender – Contract Notice/Procurement of external translation and revision services into Arabic, Italian and Spanish

Ref: CO/9-18-15 Ad./SA/Ad./86-18

Dear Sir/Madam,

1. The Executive Secretariat (the “Contracting Authority” for the International Olive Council for the purposes of this call for tenders) is pleased to enclose the international call for tenders relating to the above mentioned contract notice, consisting of the specifications listing all the documents that must be produced in order to tender, including supporting evidence of economic, financial, technical and professional capacity, and the draft blank framework contract.

2 If you are interested in this public contract, you are requested to submit your tender not later than:

14.30 hours (Madrid time), 27 April 2018

3. Tenderers may choose to submit tenders :

A - EITHER by registered post or by courier to the following address not later than 27 April 2018 in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip:

*INTERNATIONAL OLIVE COUNCIL (Attn Central Registry)
Executive Secretariat
Príncipe de Vergara, 154
28002 Madrid – Spain*

B - OR delivered by hand (by the Tenderer or by an authorised representative), directly to the following address:

*Central Registry
IOC Executive Secretariat
Príncipe de Vergara 154 – 28002 Madrid - Spain
(Attn: Central Registry)*

Title: Procurement of external translation and revision services into Arabic, Italian and Spanish/letter of invitation/IOC 2018/Administrative Unit/

Page 1 of 5



not later than 14.30 hours (Madrid time) on 27 April 2018. In this case, a receipt must be obtained as proof of submission, signed and dated by the official in the Executive Secretariat's Central Registry who took delivery. The department is open from 08.00 to 14.30, Monday to Friday.

ATTENTION: Delivery of tenders is only possible at the address indicated above.

NB: Tenders sent after 27 April 2018, tenders sent to a postal address other than the one indicated above, and tenders submitted through personal delivery (direct or through any authorised representative of the Tenderer, including private messenger service) to a physical address other than the one indicated above, will not be accepted in the framework of the present invitation to tender.

4. If the tender is submitted by registered post or courier, tenderers are invited to confirm the submission by fax or e-mail no later than 27 April 2018 at 16.00 hours (Madrid time) (fax number: +00-34-915631263 or e-mail address: iooc@internationaloliveoil.org).

5. The tender must be submitted in triplicate, in English or French, consisting of one original, bearing the original signature of the authorised representative of the Tenderer and marked "Original", and two copies respectively marked "Copy 1" and "Copy 2".

NB: Tenders not consisting of one original marked "Original" and two copies respectively marked "Copy 1" and "Copy 2", and tenders containing an original not signed, or not signed by the authorised representative of the Tenderer, may not be accepted in the framework of the present invitation to tender.

6. The tender shall be accompanied by a cover letter signed by the tenderer. It must be enclosed in an outer envelope and three inner envelopes, all of which must be sealed. If the tender contains documents that are so voluminous that envelopes cannot be used then the tender should be enclosed in an outer cardboard box and three inner cardboard boxes. Irrespective of the type of envelope or cardboard box that is used, all envelopes or all cardboard boxes must be further sealed with adhesive tape, upon which the signature of the Tenderer's authorised representative must appear.

The three inner envelopes or cardboard boxes must contain the separate tender documents – one for the "administrative dossier" of the tender, one for the "technical dossier" of the tender and one for the "financial offer" (this is explained in more detail in Document No 1 Tender Specifications).

The *outer envelope or cardboard box* should bear the following, in addition to and separately from the above mentioned postal address:

***INTERNATIONAL INVITATION TO TENDER No .CO/9-18 Ad.
- NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE
- to be internally delivered without opening to International Olive Council, Príncipe de Vergara, 154, 28002 Madrid - Spain***



The **THREE inner envelopes or cardboard boxes** should also bear the following:

INTERNATIONAL INVITATION TO TENDER No .CO/9-18 Ad.
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER"
- (name of Tenderer)
- NOT TO BE OPENED BEFORE 3 May 2018 BY THE OPENING COMMITTEE

NB: The requirements regarding the packaging, sealing and signature of the Tenderer's authorised representative are necessary to ensure that the tender has not been opened between receipt at the IOC Central Registry and the date of opening by the Committee.

7. The decision as to whether a tender is considered eligible is the responsibility of the Opening Committee. Tenderers should be aware that, where the above described arrangements for packaging, sealing and signature of the tender are not respected and there are doubts as to whether the security of the tender documents can be guaranteed, the Opening Committee may consider the tender ineligible.
8. Tenders must also:
 - be signed by the Tenderer or his duly authorised representative;
 - be perfectly legible so that there can be no doubt as to words and figures;
 - meet the requirements set out in the attached Document No 1, Tender Specifications, as regards presentation and content.
9. The period of validity of the tender, during which the Tenderers may not modify the terms of their tenders in any respect, shall be five calendar months from the time limit for the submission of tenders.
10. Tenderers should be aware that contact between representatives of the Executive Secretariat and Tenderers is prohibited throughout the procedure, save in the event of questions relating to the call, which must be submitted in writing to the authorised contact point specified in Document No 1, Tender Specifications.

The tender documents, as well as any additional information and the replies to any questions from Tenderers, will be posted in the contracts, grants and vacancies section of the IOC website (<http://www.internationaloliveoil.org>).

Tenderers are advised to consult the website on a regular basis until 25 April 2018 to make sure that they are aware of all modifications and answers to questions before finalising their tender.

11. Public opening of the tenders will take place on **17 May 2018 at 09.30** hours (Madrid time) in the offices of the IOC Executive Secretariat, Príncipe de Vergara 154, Madrid 28002, Spain.



One representative of each Tenderer, duly mandated, is allowed to attend this opening (proof of identity must be given by presentation of a passport or identity card). If Tenderers wish to be present, they must notify so by fax or e-mail no later than one week before the opening date (fax number +00-34.91.563.12.63; e-mail address. iooc@internationaloliveoil.org). After the opening, the Evaluation Committee will start the assessment of all valid tenders.

If, for any reason, it is necessary to change the date of the public opening of the tender, sufficient advance notice of such a change will be given on the IOC web site.

12. Submission of a tender in the framework of the present invitation to tender implies that:

- (a) the Tenderer accepts all the terms and conditions specified in the following documents:
 - this letter of invitation to tender;
 - the tender specifications (see attached Document No 1);
 - the blank draft framework contract (see attached Document No 2);
 - the tenderer identification document (see attached Document No 3B), the legal entity form (see attached Document No 3C) and the financial identification form (see attached Document No 3D).
- (b) the Tenderer waives his own general or specific terms and conditions;
- (c) all the terms and conditions specified in the documents listed above will be binding on the Tenderer to whom the contract is awarded, for the duration of the contract.

13. This invitation to tender is in no way binding on the Contracting Authority. The Contracting Authority's legal obligation commences only upon signature of the contract with the successful Tenderer.

14. Up to the point of signature, the Contracting Authority may either withdraw from the contract or cancel the procurement procedure, without the candidates or Tenderers being entitled to claim any compensation. This decision must be substantiated and the candidates or Tenderers notified.

15. If your tender includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.

16. Processing your reply to the invitation to tender will involve the recording and processing of personal data (such as names, addresses and CVs). Unless indicated otherwise, your replies to the questions and any personal data requested are required to evaluate your tender in accordance with the specifications of the invitation to tender and will be processed solely for that purpose by the Executive Secretariat of the International Olive Council. You are entitled to obtain access to your personal data on request and to rectify any such data that are inaccurate or incomplete. If you have any queries concerning the processing of your personal data, you may address them to the Executive Director of the International Olive Council.



17. You are informed that for the purposes of safeguarding the financial interests of the IOC, your personal data may be transferred to internal audit services. Data of economic operators that are in one of the situations referred to in Articles 75 and 76 of the Financial Regulation may be included in a central database and communicated to the designated persons of the IOC. This refers as well to the persons with powers of representation, decision making or control over the said economic operators. Any party entered in the database has the right to be informed of the data concerning it, upon request to the accounting officer of the IOC.

18. Tenderers will be informed whether or not their tenders have been accepted.

Yours faithfully,

Abdellatif Ghedira
Executive Director

Enclosures:

- Document No 1: Tender specifications + Attachments 1, 2 and 3 – International invitation to tender
- Document No 2: Blank draft framework contract (the definitive contract will include various annexes forming an integral part of the contract)
- Document No 3: Check list and forms to be completed