



TENDER FOR THE NEW IOC WEBSITE AND THE PLATFORM OF THE OLIVE OIL AND TABLE OLIVE OBSERVATORY

Invitation to tender no. CO/10-18 OBS.

Introduction

The International Olive Council (IOC) is the world's only international intergovernmental organisation in the field of olive oil and table olives. It was set up in Madrid, Spain, in 1959, under the auspices of the United Nations. The Council is a decisive player in contributing to the sustainable and responsible development of olive growing and it serves as a world forum for discussing policymaking issues and tackling present and future challenges to achieve and implement its objectives. The Council has five official languages: **Arabic, English, French, Italian and Spanish.**

Article 1(3) of the International Agreement on Olive Oil and Table Olives, 2015, in relation to the objectives of said Agreement, states the following:

With respect to the dissemination of information and the olive economy:

- To enhance the role of the International Olive Council as a world documentation and information centre about the olive tree and its products and as a meeting point for all the operators in the sector;

- To disseminate economic data and analyses on olive oil and table olives and provide members with the indicators necessary to contribute to the smooth functioning of the olive products markets;

- To disseminate and use the results of research and development programmes linked to olive growing and study their applicability in increasing production efficiency.

Some of the current activities of the Observatory include:

OLIVAE journal: The official economic, scientific and technical journal of the IOC;

IOC market newsletter: A monthly online newsletter providing up-to-date market overviews;

Media relations: Activities to earn positive news coverage for the IOC;



Social media: Activities to support and improve the IOC's image through web users.

1. Purpose of the contract

The tender specifications seek to procure the services of a company for the creation of the new IOC website and the migration of data from the current IOC website (www.internationaloliveoil.org) to a new web portal, and the creation of the platform of the olive oil and table olive observatory.

2. Scope of the work

The scope of the work is:

(a) To analyse the current IOC website, to prepare a proposal for a new dynamic website considering the following specifications;

(b) To develop and set it up by migrating all e-mails, web data and databases to a new web portal. The old web will be installed in the web host while the new website is developed. The old web site must coexist with the new one through a sub-domain and disable Google searches for that sub domain.

(c) To conduct a survey in relation to the Observatory by researching best practices all over the world and identifying the needs and requests of the Executive Secretariat, the sector, delegation members, the Advisory Committee and other stakeholders; prepare an analysis report covering the design and development of the content, structure, architecture, modelling etc.; and finally develop and complete the platform of the olive oil and table olive observatory accordingly.

The provision of the services is organised in five stages.

Stage 1/a– Development of the model of the website; conduct of a survey and submission of the analysis report of the platform for the observatory; making recommendation for purchase needs (soft, hard, licenses, hosting, etc.),

1/b– Migration of the current website to its new web host with the relevant domains, emails and databases of the current website.

Stage 2 – Presentation the development and implementation of the new Website, model of platform and its architecture,

Stage 3/a– Development and implementation of the platform of the Observatory and data migration. The maintenance, updates and fine-tuning of the new website and platform for the new observatory is set out in sub-art. 1.4.3 of art. 1.4 regarding the payment of the contract for this tender:



3/b – Substitution of the old website with the new one, and triple back up of the old website on DVD.

In its offer, the contractor must propose the amount of time, within the space of one year starting from the signature of the contract, that it needs in order to develop all the above stages. Every step must be approved by the Executive Secretariat.

Likewise the contractor must indicate, in its offer, a forecast of the maintenance costs of the website and platform of the observatory for the following 3 years after the one year free maintenance provided for by the conditions agreed in this document. The second, third and fourth year are not part of the contractual commitment of this tender, but will be assessed for the award of the contract and must be respected by the supplier in case of being awarded.

The Executive Secretariat and the contractor may also mutually agree to a different timeframe for the construction, development and implementation of the project.

If necessary, the contractor will also assist the IOC in the process of purchasing hardware and software, obtaining licenses and choosing a site host.

3. Requirements

3.1. Common technical requirements for the website and the observatory

- Provision of necessary measures against cyber attacks.
- The following products, technologies and tools can be used for the development of the website:
 - Model View Controller (MVC), preferably, JEE technology
 - Java 7, JEE, JSP, JDBC, Javascript, Java Beans, Microsoft.NET, ASP.NET
 - HTML5 or , XML, XSL
 - SQL,PL/SQL
 - MySQL or ORACLE
 - Apache, MS IIS.

The above is meant to be a non-exhaustive list of services, activities and products that should be covered. The minimum version to be supported is indicated above. The contractor is expected to keep abreast of progress related to the underlying software so as to support newer versions as they become available. This is a requirement since the contractor



will also be expected to cover application upgrades to newer versions.

3.2. Other specific requirements

✓ Any results or related rights, including copyright and other intellectual or industrial property rights over the website and platform for the new observatory will be exclusive property of the IOC;

✓ The company will give a training course at the IOC offices on the use of the new website and platform;

The company will provide free maintenance and technical support services for one year as of the completion of the project. The year is calculated exactly one year from the date of completion of this contract.

✓ The company is also required to study the website and optimise it for SEO. Keywords and a web map should be included.

3.3. Description of the technical requirements of the website

✓ A new exclusively and dynamic **web portal** offering advanced capabilities to simplify editing and maintenance tasks in the five official languages: **Arabic, English, French, Italian and Spanish**, (must be compatible with Arabic language as well as the other four languages);

✓ The contractor must ensure that in making its offer it can guarantee the Arabic editing and translation;

✓ Inclusion of a news section featuring information on the various areas of activity;

✓ Inclusion of drop-down menus;

✓ Inclusion of an online service for the sale of publications;

✓ Web hosting;

✓ Editing in the five official languages of the IOC (Arabic, English, French, Italian and Spanish);

✓ Inclusion of a private area, giving access to various sections, allowing different groups of users to access restricted documentation for the internal use of the Executive Secretariat, working groups, Members, Heads of Delegations, the Council of Members, etc. (these access levels and user group administration methods will be analysed in **Stage 1**);

✓ Option of including forms for online completion in the restricted area;

✓ Inclusion of statistics on visits, content downloads, etc.,



- ✓ Possibility of creating RSS alerts so that users automatically receive the headlines and news summaries generated on the website,
- ✓ Possibility of subscribing to a newsletter where subscribers receive website news via e-mail,
- ✓ Compatibility with the main browsers – Internet Explorer, Mozilla Firefox, Google Chrome, Opera and others – and adaptability to differing screen resolutions: **responsive web design.**
- ✓ Presentation of the appropriate graphic appearance of the website, specifying the link where it can be viewed.

The above is meant to be a non-exhaustive list of services, activities and products to be provided. The minimum version to be supported is indicated. The contractor is expected to keep abreast of progress related to the underlying software so as to support newer versions as they become available. This is a requirement since the contractor will also be expected to cover application upgrades to newer versions.

3.4. Description of the technical requirements of the platform

The platform plays the role of a back office (compared to website, which acts as a front office). It aims to:

- enhance the role of the IOC as a world documentation and information centre on the olive tree and its products and as a meeting point for all the operators in the sector;
 - maintain and disseminate economic data and analysis on olive oil and table olives and to provide users with the necessary indicators to contribute to the smooth functioning of markets for olive products;
 - maintain, disseminate and use the results of research and development programmes linked to olive growing and study their applicability in increasing the efficiency of production.
 - contain and disseminate any other information identified in the analysis specified in **Stage 1.**
- ✓ A platform offering advanced capabilities to simplify editing and maintenance tasks in the five official languages: **Arabic, English, French, Italian and Spanish**
 - ✓ Inclusion of a news section featuring information on the various areas of activity,
 - ✓ Inclusion of drop-down menus,
 - ✓ Web hosting



- ✓ Inclusion of a private area giving access to various sections containing restricted documentation for different groups of internal users of the Executive Secretariat, working groups, Members, Heads of Delegation, the Council of Members, etc. (these access levels and user group administration methods were analysed in **Stage 1**),
 - ✓ Option of including forms for online completion in the restricted area;
 - ✓ Inclusion of statistics on visits, content downloads, etc.;
 - ✓ Possibility of creating RSS alerts so that users automatically receive the headlines and summaries of news generated on the website;
 - ✓ Compatibility with the main browsers – Internet Explorer, Mozilla Firefox, Google Chrome, Opera and others – and adaptability to differing screen resolutions: responsive web design.
 - ✓ Presentation of the appropriate graphic appearance of the website, specifying the link where it can be viewed.
 - ✓ The company must clearly identify in **Stage 1** the links, complementary development mechanisms and actions to be undertaken for the establishment of the platform (back office) based on the website identified in **Stage 2**.

The above is meant to be a non-exhaustive list of services, activities and products to be provided. The specifications stated above may be reviewed in accordance with the report submitted by the company in **Stage 1**. The minimum version to be supported is indicated. It is expected that the contractor will keep abreast of progress related to the underlying software so as to support newer versions as they become available. This will be required since the contractor will be expected to also cover upgrades of applications to newer versions.

3.5. Description of professional requirements

The contractor must perform all the services tendered, at least those detailed in these tender specifications.

The contractor must supply such certifications, approvals, authorisations, operator licences and general documentation as may be required under the laws and regulations in force. The contractor shall provide all data contained in the contracting authority's applications together with any necessary tools, source code and other material connected with establishing, operating and further developing the applications.



The contractor must take every action or step necessary to comply with the applicable laws and regulations in force.

The contractor must provide, at its own expense, the means and resources necessary to perform the services tendered.

The contractor will be liable for damage to persons, property or third parties caused as a result of activities performed as part of its services and shall take out insurance against any such eventualities that might occur in the performance of said services.

4. Documentation

The documentation shall be presented in an envelope containing three sealed envelopes, in turn containing:

ENVELOPE 1: Administrative dossier

Details of the tenderer: Name of tenderer; business name and address; telephone and fax numbers; e-mail address; tax identification number; contact person; cover letter and completed annexes.

Proof of economic and financial capacity, provided by the following:

- (a) Statements from financial establishments.
- (b) Statement of the overall turnover of the tenderer during the last three financial years, including the financial balance sheet.
- (c) Any other documentation the tenderer considers appropriate to prove its capacity that is deemed adequate by the IOC.

Proof of technical or professional capacity, provided by the following:

- (a) A list of the services provided in the past three years similar to those required under this invitation to tender;
- (b) Acceptable proof of experience, such as reference letters, copies of invoices, or certificates clearly indicating the volume of work done, the language combination(s), and the person involved. Self-declarations are not considered as proof;
- (c) Details of the professional team that will work on this project, including their CVs.
- (d) Any other documentation the tenderer considers necessary to prove its technical or professional capacity.



ENVELOPE 2: Financial offer

The price tendered may not exceed the amount of € 55 000.00 (*fifty five thousand euros*), inclusive of VAT and other taxes, and this amount must be broken down into three separate parts:

1. Analysis, preparation of a report, development and implementation of the website and platform, data migration;
2. Training assistance (CRUD: How to create, read, update and delete),
3. Maintenance: free technical support services for one year from the completion of the project.

The contractor will bear the costs of software and licenses that must be used for the creation, development and maintenance of the website.

The technology to be used for web development must be compatible with the IT systems currently in use in the IOC. The IOC reserves the right to make any decision in this regard.

The contractor must indicate, in his offer, a forecast of the maintenance costs of the website and platform of the observatory for the following 3 years after the one year free maintenance provided for by the conditions agreed in this document. The second, third and fourth year are not part of the contractual commitment of this tender, but will be assessed for the award of the contract and must be respected by supplier in case of being awarded.

The price tendered shall be denominated in euros (stated in figures and letters) and shall be inclusive of the taxes and other charges applicable. It shall include all the entitlements and obligations specified in these tender specifications.

The price tendered shall likewise include all the expenses that the tenderer will incur for the provision of the services concerned, including the necessary materials, transport and travel, and the fees and salaries of any staff.

ENVELOPE 3: Technical dossier

The tender must clearly present the development proposal and proposed plan of action, including a full, clear and detailed description of all the services tendered, the estimated timing of activities and the team that will be involved in each stage of the project.

The IOC will examine the proposal submitted by the successful bidder for the development of the website and platform, and will make an evaluation of these



specifications: property of the server and the domain; contents; innovative and dynamic design, obligations indicated above.

The tender must include the estimated timing of the project. The Executive Secretariat and the contractor may also mutually agree to a different final timing for the project.

5. Exclusion criteria

Contracts may not be awarded to tenderers who, during the procurement procedure:

(a) are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;

(b) have been convicted of an offence concerning their professional conduct by a judgment which has the force of *res judicata*;

(c) have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;

(d) have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes;

(e) have been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organisation or any other illegal activity;

(f) following another procurement procedure, have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

6. Selection criteria

These criteria enable the evaluation of the technical, professional, financial and economic capacity of the tenderer for the purposes of performing the contract.

7. Award criteria

Finally, eligible tenders shall be evaluated according to the following parameters:

- ✓ Price (40%)
- ✓ Experience in implementation of information systems, web design and platform development (35%)
- ✓ Technical Capacity (technical solutions for evolution from static to dynamic website) 20%
- ✓ Corrective and evolutionary maintenance of the 2nd, 3rd and 4th year (5%)



8. Duration of the contract

The duration of the contract shall be of one year, plus the subsequent maintenance period indicated above in the obligations. The project must be signed by the Executive Secretariat in order for it to be considered finalised.

Should any unjustified delay occur in the delivery of the work by the contractor, a penalty may be applied to the contractor of 7‰ of the total amount of the contract per day of delay.

9. Other

The award procedure shall be governed by the terms of these tender specifications, the tender documents, the provisions of the Financial Regulation of the IOC, the provisions of the implementing procedures and such present or future provisions as may be applicable.

After receiving the tenders, the Executive Secretariat reserves the right not to award the contract and to renegotiate with the tenderers that were given the best evaluation.

Up to the point of the signature of the contract, the Executive Secretariat may 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.

All the work and information produced by the contractor in the performance of the contract shall be the property of the IOC. The contractor may not object thereto by claiming copyright.

The Executive Secretariat reserves the right to interpret these tender specifications.

Participation in this procurement procedure implies acceptance in full by the tenderer of all the clauses of the tender specifications and any obligations deriving therefrom.

Madrid, 23 March 2018


Abdellatif GHEDIRA
Executive Director