



Madrid, 1 August 2018

**Subject: Letter of Invitation to Tender - PR Agency for the IOC 2018-2020
Promotion Campaign in China**

Ref: CO-18-18 Pro

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 call for tenders relating to the above mentioned contract notice, 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 framework contract.

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

12 September 2018

3. Tenderers may choose to submit tenders :

A - EITHER by registered post or by courier not later than **14.30** (Madrid time) on **12 September 2018** in which case the evidence of the date of dispatch shall be constituted by the postmark or the date of the deposit slip, to the following address :

*INTERNATIONAL OLIVE COUNCIL (Attn Executive
Director)
Executive Secretariat
Promotion Unit
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
Executive Secretariat of the IOC
Príncipe de Vergara 154 – Madrid 28002
Promotion Unit
(Attn Executive Director)*

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not later than **14.30 h** (Madrid time) on **12 September 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 **12 September 2018** 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.*

1. If a tender is sent by post or by courier, tenderers are invited to confirm the submission of the tender by fax to the following fax number : + 34 91 563 12 63 or e-mail to the following e-mail address: iooc@internationaloliveoil.org no later than **12 September 2018** at **14.30 h** (Madrid time), to the Attention of the Executive Director/ International Olive Council.

2. 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.*

3. 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.

4. 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).

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- 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-18-18 PRO
- 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

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

INTERNATIONAL INVITATION TO TENDER No CO-18-18 PRO
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER"
- (name of Tenderer)
- NOT TO BE OPENED BEFORE 17 September 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 the receipt at the Central Registry of the IOC and the date of opening by the Committee.

5. 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.

6. 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.

7. The period of validity of the tender, during which the Tenderers may not modify the terms of their tenders in any respect, shall be: three calendar months from the time limit for the submission of tenders.

8. Tenderers should be aware that contact between representatives of the Executive Secretariat and Tenderers is prohibited throughout the procedure, save in exceptional circumstances.

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The tender documents, as well as any additional information and the replies to any questions from Tenderers, will be made available on the IOC website:

<http://www.internationaloliveoil.org/web/aa-ingles/corp/services/aa-services.html>.

Where these documents are obtained directly from the IOC website, Tenderers are advised to consult the website on a regular basis before *[time limit date for submission of tenders]* to make sure that they are aware of all modifications and answers to questions before finalising their tender.

9. Public opening of the tenders will take place **17 September 2018 at 10.00 h** in the offices of the Executive Secretariat of the International Olive Council, 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 no later than one week before the opening date, to the fax number indicated in point 4 above. After the opening, the Evaluation Committee will then start the assessment of all valid tenders

10. 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 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.

11. 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.

12. 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.

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

14. 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.

15. 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.

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

In the absence of the Executive Director,

Yours faithfully,

Jaime Lillo

Deputy Executive Director

Enclosures:

Document No 1:	Tender specifications – Invitation to tender CO-18-18 Pro
Document No 2:	Draft blank framework contract (including various annexes which form an integral part thereof)
Document No 3:	Check list and forms to be completed

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