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## INVITATION TO TENDER

INTERNATIONAL OLIVE COUNCIL

IOC Executive Secretariat  
C/ Príncipe de Vergara 154  
28002 MADRID  
Spain

Madrid,

### BY REGISTERED MAIL

**Subject: Letter of Invitation to Tender – Contract Notice CO 13-2020**

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

**3 NOVEMBER 2020**

hereafter referred to as “[*time limit date for submission of tenders*]”.

3. Where submission is by letter, Tenderers may choose to submit tenders:

**A - EITHER** by registered post or by courier not later than [*time limit for submission of tenders*], 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 Secretariat)  
Príncipe de Vergara, 154  
E-28002 MADRID  
SPAIN



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- 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  
E-28002 MADRID  
SPAIN

not later than 15.00 on [time limit for submission of tenders]. 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 15.30, Monday to Friday.

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

*NB: Tenders sent after [time limit for submission of tenders], 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.*

Tenderers are invited to confirm the submission of the tender by email no later than **3 NOVEMBER 2020, at 15.00** (Madrid time) to the following email address: [iooc@internationaloliveoil.org](mailto:iooc@internationaloliveoil.org), or by Fax to the following number +34 91 563 12 63. Attention: IOC Executive Secretariat.

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

*NB: Tenders not consisting of 1 original marked "Original" and 2 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.*

5. The tender must be enclosed in an outer envelope and four inner envelopes, all of which must be sealed. If the tender contains documents that are so voluminous that envelopes cannot be used, then the offer 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 Tender Specifications).



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An additional envelope (the fourth) must include the complete offer Electronic copy (with the information of the three corresponding envelopes):

- ✓ ENVELOPE 1 - Containing a pen drive with administrative dossier
- ✓ ENVELOPE 2 - Containing a pen drive with the financial offer
- ✓ ENVELOPE 3 - Containing a pen drive with the Technical dossier

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

**“INVITATION TO TENDER No CO 13-2020  
- NOT TO BE OPENED BY THE MESSENGER/COURIER SERVICE  
- to be internally delivered without opening to the IOC EXECUTIVE  
SECRETARIAT.**

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

**“INVITATION TO TENDER No CO 13-2020  
“ADMINISTRATIVE DOSSIER” OR “TECHNICAL DOSSIER” OR “FINANCIAL  
OFFER”  
- (...name of Tenderer)  
- NOT TO BE OPENED BEFORE 3 NOVEMBER, 2020, BY THE OPENING  
COMMITTEE”**

*NB : These 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.*

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 offer 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 Tender Specifications as regards presentation and content.

*NB: Tenders not meeting the requirements of Section 8.1. of the specifications may **not** be accepted in the framework of the present invitation to tender.*

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: 12 calendar months from 3 NOVEMBER 2020.



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8. Tenderers should be aware that contact between representatives of the Executive Secretariat and Tenderers is prohibited throughout the procedure, save in exceptional circumstances, as defined in Tender Specifications (see Contact Point).

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:

<https://www.internationaloliveoil.org/contracts-grants-vacancies/contracts/>

Where these documents are obtained directly from the IOC website, Tenderers are advised to consult the website on a regular basis before 3 November 2020, to make sure that they are aware of all modifications and answers to questions before finalising their tender.

The only authorised contact points for questions relating to this invitation to tender are those mentioned in points 3 and 4 above.

9. Submission of a tender in the framework of the present invitation to tender implies:
- acceptance by the Tenderer of 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 3 B), the legal entity form (see attached Document No 3C) and the financial identification form (see attached Document No3 D).
  - waiver of the Tenderer's own general or specific terms and conditions.
  - 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.
10. 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.
11. Should the invitation to tender cover several items or lots, the Contracting Authority reserves the right to award a contract for only some of them. 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.
12. If your tender includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.



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13. 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 IOC. 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 IOC.
14. 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.
15. If you do not intend to submit a tender in the framework of the present invitation to tender, you are kindly asked to notify so in writing before the time limit for submission of tenders.
16. Tenderers will be informed whether or not their tenders have been accepted.
18. Tenderers need to pay particular attention to the requirements *for* their price offer: the tender price must be within the price range as defined in this section. Any tender received that does not respect the maximum amount of this price range will be automatically rejected from the evaluation procedure. Any tender below the minimum amount of the price range will constitute an "abnormally low tender" and will probably also be rejected, unless a satisfactory explanation is provided.

Abdellatif Ghedira  
Executive Director

**Enclosures:**

- ✓ Document No 1: Tender specifications
- ✓ Document No 2 : Blank draft contract (including various annexes which form an integral part thereof)
- ✓ Document No 3: Check list and forms to be completed