



TENDER SPECIFICATIONS

INTERNATIONAL INVITATION TO TENDER NUMBER: CO 2020-13

TITLE: TENDER FOR CONTRACTING A COMPANY FOR A PORTAL FOR THE MEETINGS OF THE INTERNATIONAL OLIVE COUNCIL (“BOARD PORTAL”)

1. BACKGROUND

The International Olive Council (IOC) was created in 1959 under the auspices of the United Nations. With headquarters in Madrid (Spain), it is in charge of implementing the International Agreement on Olive Oil and Table Olives, 2015, the purpose of which is to promote trade, consumption and international cooperation in the fields of olive oil and table olives.

As an intergovernmental commodity organisation and international forum for olive producer and consumer nations, the IOC carries out numerous activities to contribute to the advancement of world olive growing.

The organisation holds multiple meetings of its council of members with the attendance of delegations from various countries, at least 17 countries including the European Union with all its members. Countries and international organisations also attend as observers.

The Advisory Committee also holds meetings with the attendance of numerous countries and industry representatives.

In addition, the IOC Executive Secretariat has its internal governing bodies and committees.

This international structure makes it necessary to have a powerful and reliable tool to facilitate secure access to information for all participants.

1.1. Purpose of the contract

The purpose of the contract is the selection of a company to provide a tool for the meetings of the IOC (hereinafter “Board Portal” or “Portal”) as a collaborative software that allows the members of the different boards and committees to securely access board documents and collaborate with other members electronically.

1.2. Main benefits

The main benefits of the Portal would be:

- Reduce paper usage and waste
- Faster board book creation and distribution
- Better source control of documents and security of information



- More timely communications with Portal participants
- Access to information by board members from any place and at any time
- Searching capability of archived board packets
- Dashboard of organization's Key Performance Indicators
- One location for all important Announcements and documents which require a "Read Receipt"
- Improved broader Governance strategy
- Better collaboration between Portal participants
- More Portal participants collaboration before meetings

2. PARTICIPATION IN PROCUREMENT

This procurement is open to any legal persons who accept these specifications in full, have the capacity to act, can provide evidence of their economic, financial and technical or professional capacity and have no liabilities in respect of the IOC Executive Secretariat. Further, their activity or purpose must be directly related to the purpose of the contract and they must have a framework with such human resources and equipment as suffice for performance of the contract.

2.1. Joint tenders

Where a joint tender is made, the tender must clearly define the structure of the offer:

2.1.1. A consortium already in existence

The tender is put forward by service providers who have already created a consortium as a separate and legal entity which is able to submit its statutes, mode of operation and technical and financial capacity and to identify the contributions of the service providers. It is the consortium that will bear the technical and financial responsibility for the contract.

2.1.2. Intention to create a consortium

The tender is put forward by service providers who have not yet created a consortium as a separate and legal entity but plan to constitute one as defined in 2.1.1. above if their joint tender is accepted. In such a case, the Tenderer will have to provide documentation on the legal form and the envisaged draft statutes. A clear description of the mode of operation of the consortium and the various technical and financial contributions of each service provider must be given.

2.2. Subcontracting

Tenders put forward by service providers who do not wish to form a consortium as a separate legal entity and thus effectively constitute an association will be submitted in the form of subcontracting, in which case one of the service providers will assume total responsibility for the tender. This service provider (the "lead contractor") will sign the contract in its name, with the other companies or natural persons then being regarded as subcontractors of the "lead contractor".



All service providers acting as subcontractors need to provide a signed statement to recognise the service provider who acts as lead contractor. Furthermore, the proportion (%) of the contract between the “lead contractor” and each of the subcontractors must be indicated.

3. DESCRIPTION OF THE TASKS OR/AND SERVICES TO BE PROVIDED

The contractor will be responsible for providing a service of Board portal as a tool for the meetings of the IOC as a collaborative software that allows the members of the different boards and committees to securely access board documents and collaborate with other members electronically.

4. DESCRIPTION OF THE TECHNICAL REQUIREMENTS AND REQUIRED PROFILES

The Board portal service must comply with the following features:

4.1. Required features

- SaaS:
The board portal must be a subscription-based, software as a service (SaaS)
- Strict security:
Due to the sensitive nature of board information, security and confidentiality is critical.
- Online accessibility:
Portal participants can review documents or communicate with other members at any time, even when they are on the road.
- Offline accessibility:
Portal participants can download documents to their computer for offline review. However, board portal must ensure that downloaded documents still support the same strict level of security.
- Board packet creation, modification, and distribution:
Secretaries and meeting responsables can use the board portal to create board materials and disseminate them online. Secretaries and meeting minutes checkers may review meeting minutes. Edits or deletion of documents can be done and the changes are immediately distributed. This saves the hassles associated with printing and handling changes after board packets have been printed. Board packets are often quite thick, with 600 pages on the low-end to as many as 2,000+ pages.
- Data Retention Policy Support:
To mitigate Organization liability, board portals enforce data retention policies on documents, as well as board member communications.
- User directory:
Board members can access the contact information of other board members when there is a need for communication or collaboration.
- Full maintenance:
Included



- Training Sessions
in English
- Support 24/7
in English

4.2. Optional features

- Dashboard of Key Performance Indicators:
to allow directors a quick view of the KPI of the organization's performance, a flexible dashboard is valuable option.
- Online collaboration support:
Permit documents and board packets to allow for Portal participants to record their comments and save a record of the same while reviewing such information.
- Read Receipt of announcements, policy documents and any other legal documents:
Must be recorded and maintained by board portal.
- Electronic signing of documents
like Meeting Minutes.
- Audit trail:
To track the activity of users within the board portal such as accessing documents or failed sign-in attempts
- Training Sessions
in English, French, Spanish, Italian and Arabic
- Support 24/7
in English, French, Spanish, Italian and Arabic

5. DOCUMENTS

The documentation will be presented in **four sealed envelopes** containing:

ENVELOPE 1 - Administrative dossier:

1. Details of 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.
2. Proof of absence of exclusion criteria: the tenderer must submit the following documents:
 - a) Certificate of criminal record of the company and of the directors.
 - b) Certificates of being up to date with tax payments.
 - c) Certificates of being up to date with Social Security payments.
 - d) Form relating to the exclusion criteria (appearing on the checklist) duly completed and signed.
 - e) Forms relating to conflicts of interest (appearing in the checklist) duly completed and signed.

Note: Criminal records and administrative certificates may be considered recent if they are not more than one year old from their date of issue and are still valid on the date of the IOC application).



3. Proof of economic and financial capacity, furnished by the following documents:

- a) Statement from financial institutions.
- 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 their capacity and which is deemed adequate by the IOC.

Administrative documentation such as articles of association, bank extracts, etc may exceptionally be submitted in any of the other official languages of the IOC other than English and French (Arabic, Italian or Spanish).

4. Proof of technical or professional capacity, as furnished 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) Any other documentation the tenderers consider necessary to prove their technical or professional capacity.

ENVELOPE 2 - Financial offer:

Budget: The total available budget amounts to 58.000 € (fifty eight thousand EUROS) including VAT and any other taxes (total 4 years) to be allocated as follows:

- Year 2021: 14.500€
- Year 2022: 14.500€
- Year 2023: 14.500€
- Year 2024: 14.500€

Budget and services will be subject to IOC availability and could be both modified accordingly. Rates will be denominated in euros (stated in figures and letters) and will be itemised inclusive and exclusive of any taxes and other charges applicable. The rates tendered will include all the entitlements and obligations specified in these tender specifications. They will likewise include all the expenses in which the tenderer will or would have to 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 tenderer must give a full, clear and CONCISE description of how the services tendered will be provided, accordingly to the requirements previously detailed.

ENVELOPE 4: ELECTRONIC COPY

Envelope of 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

6. SCHEDULE

The provision of services will start on 1 January 2021. Any changes to the initial plan must be approved by the International Olive Council.

7. EXCLUSION CRITERIA

Tenderers will be excluded from participation in a procurement procedure if:

- a) they 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) they have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata;
- c)
- d) they have been guilty of grave professional misconduct proven by any means which the contracting authority can justify;
- e)
- f) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes;
- g) they 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;
- h) following another procurement procedure, they have been declared to be in serious breach of contract for failure to comply with their contractual obligations.

8. SELECTION CRITERIA

The capacity of tenderers will be evaluated according to their technical, professional, financial and economic capacity for the purposes of performing the contract.



9. AWARD CRITERIA

Eligible tenders will be evaluated according to the following criteria and weighting:

Criteria	Weighting	Scores
	Minimum	Maximum
Price	20	40
Technical proposal	10	20
Optional features	10	20
Service	10	20

10. DURATION OF CONTRACT

The contract will enter into force on 1 January 2021, provided that it has been signed by the contracting parties.

The corresponding contract will have an annual duration that can be extended in writing, for periods not exceeding one year, with a maximum duration, including extensions, of four years. The annexes signed annually between the Executive Secretariat of the IOC and the successful tenderer shall form part of the contract.

The rates stated in the tender may vary annually. In the event of an increase, such increase may not exceed the increase in the retail price index for the last twelve months according to the official data supplied by the National Statistics Institute of Spain for the general index.

12. CONTACT POINT

The authorised contact point for questions relating to this call for tenders is:

International Olive Council
C/Príncipe de Vergara, 154
28002 Madrid, Spain
Fax: +34 915 631 263
E-mail: ioc@internationaloliveoil.org

All contact must be in writing. Any questions and the pertinent replies will be posted on the IOC website: <http://www.internationaloliveoil.org/>

13. MISCELLANEOUS

The award procedure will be governed by the terms of these tender specifications, the tender documents, the provisions of the Financial Regulation of the International Olive



INTERNATIONAL
OLIVE
COUNCIL

CONSEJO
OLEICOLA
INTERNACIONAL

CONSEIL
OLEICOLE
INTERNATIONAL

CONSIGLIO
OLEICOLO
INTERNAZIONALE

المجلس
الدولي
للزيتون

Council, 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 signature, the contracting authority 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.

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 there from.

Madrid, 9 October 2021

Abdellatif Ghedira
Executive Director