



Madrid, 20 September 2021

Subject: Invitation to tender – **CONTRACTING OF A COMPANY TO ORGANISE THE AWARD CEREMONY OF THE INTERNATIONAL OLIVE COUNCIL "MARIO SOLINAS" QUALITY AWARD.**

Ref.: **CO/2021-18**

Dear Sir or Madam

1. The Executive Secretariat (the "contracting authority" of the International Olive Council for the purposes of this invitation to tender) is pleased to enclose herewith the invitation to tender corresponding to the above-mentioned contract notice, which contains the list of all the documents to be submitted to tender, including proof of economic, financial, technical and professional capacity, as well as the draft contract.

2. If you are interested in participating in this public contract, please submit your bid no later than:

21 October 2021

3. Bids may:

A - EITHER be sent by registered post or courier, postmarked or hand-delivered no later than **Thursday 21 October 2021**, as evidenced by the postmark or date of receipt of the deposit, to the following address:

*INTERNATIONAL OIL COUNCIL (For the attention of the
Executive Director)
Executive Secretariat
Príncipe de Vergara. 154
28002 Madrid- Spain*

B - OR be delivered by the tenderer or an authorised representative by **Thursday 21 October 2021** at the following address:

*General registration
IOC Executive Secretariat (For the attention of the Executive
Director)
Príncipe de Vergara, 154 - 28002 Madrid*



No later than **15.00** on **21 October 2021**. The proof of delivery of the tender shall be an acknowledgement of receipt signed and dated by the official at the central registry of the Executive Secretariat to whom the documents were delivered.

PLEASE NOTE: Hand deliveries will only be accepted at the above address.

*NB: Bids submitted after **21 October 2021**, tenders sent to a postal address other than the one specified above, and tenders delivered personally (directly or through an authorised representative of the tenderer, including a private courier service) to a physical address other than the one specified above **will not be accepted** under this invitation to tender.*

4. If the tender has been sent by post or courier, tenderers must confirm the dispatch by fax or email no later than **Thursday 21 October 2021** at 16.00 (Madrid time) to the fax number: +00-34-915631263 or **email: iooc@internationaloliveoil.org** - For the attention of the **"General Registry of the Executive Secretariat"**.

5. The complete tender must be submitted in triplicate and digitally. The tender must contain one complete original with the original signature of the authorised representative of the tenderer, marked "Original"; two complete copies, each marked "Copy 1" and "Copy 2"; and one envelope containing the digital tender.

*NB: Tenders that do not include an original marked "Original" and two copies marked "Copy 1" and "Copy 2", as well as tenders that include an unsigned original, or copies that are not signed by the authorised representative of the tenderer, may **not be accepted** under this invitation to tender.*

6. The tender shall be accompanied by a letter signed by the tenderer. In addition, the tender shall be presented in **an outer envelope** or box (if the volume of the documentation so requires) which shall contain:

- **Original** complete tender envelope (with the FOUR corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial offer
 - ENVELOPE 3 – Technical Report
 - ENVELOPE 4 – Digital copy of envelopes 1 to 3
- Complete tender envelope **Copy 1** (with the THREE corresponding envelopes):
 - ENVELOPE 1 - Administrative documentation
 - ENVELOPE 2 - Financial offer
 - ENVELOPE 3 - Technical Report
- Complete tender envelope **Copy 2** (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial offer
 - ENVELOPE 3 – Technical Report



- Complete tender envelope **digital copy** (with the three envelopes):
 - ENVELOPE 1 – Containing a pen drive with the administrative documentation
 - ENVELOPE 2 – Containing a pen drive with financial offer
 - ENVELOPE 3 – Containing a pen drive with the Technical Report

All envelopes, irrespective of the type of envelope used, must be **sealed with adhesive tape** bearing the **handwritten signature of the authorised representative of the tenderer**.

The **outer envelope** must also bear the following statement in addition to the above postal address:

TENDER No. CO/2021-18
- MUST NOT BE OPENED BY THE POSTAL/COURIER SERVICE
- To be delivered unopened to the International Olive Council - Príncipe de Vergara, 154- 28002 Madrid

The **FOUR inner envelopes** shall also bear the following wording:

TENDER No. CO/2021-18
"ADMINISTRATIVE DOCUMENTATION" OR "TECHNICAL DOCUMENTATION" OR "FINANCIAL OFFER" OR "DIGITAL COPY"
- (name of tenderer)
- NOT TO BE OPENED BEFORE 03 November 2021 BY THE EVALUATION COMMITTEE

NB: These requirements concerning packaging, sealing and the signature of the authorised representative of the tenderer are necessary to ensure that the tender has not been opened between the time of its receipt at the General Registry of the ES and the date of it is opened by the Evaluation Committee.

7. **Tenders must also:**

- Be signed by the tenderer or a duly authorised representative;
- Be perfectly legible to exclude any doubt about words and figures;
- Be in conformity with the requirements outlined in the tender specifications as regards presentation and content.

8. Bids submitted by companies are legally binding and cannot be subsequently modified.

9. Tenderers shall note that no contact between the representatives of the ES and the tenderers may take place during the procedure, except in exceptional circumstances



as defined in the tender specifications.

10. The tender documents, as well as any additional information and answers to queries raised by tenderers, will be available on the IOC website: <http://www.internationaloliveoil.org>.

Tenderers are advised to consult the website regularly before **Thursday 21 October 2021** to ensure that they have taken note of all amendments and answers to questions before submitting their final tender.

11. The public opening of tenders will take place on **03 November 2021** at **11:00** at the offices of the Executive Secretariat of the International Olive Council, Calle Príncipe de Vergara 154, Madrid 28002, Spain. One duly authorised representative of each tenderer may attend (their identity shall be proven by the presentation of a passport or identity card). If tenderers wish to attend, they must notify this no later than one week before the opening of tenders to the fax or e-mail number indicated in point 4. After the opening, the Evaluation Committee will evaluate all valid tenders.

12. The submission of a tender under this invitation to tender implies that:

- a) The tenderer accepts the terms and conditions outlined in the following documents:
 - this letter of invitation to tender
 - the specifications (see Document 1)
 - the model contract (see Document 2)
 - the tenderer's identification document (see Document 3B) and the bank identification form (see Document 3D);
- b) The tenderer waives their own general or specific terms and conditions;
- c) The successful tenderer is bound by the contract for the entire duration of the contract.

13. This invitation to tender is in no way binding on the contracting authority. The legal obligation of the contracting authority will only commence upon signature of the contract with the successful tenderer.

14. Until the contract is signed, the contracting authority may either abandon the contract or cancel the procurement procedure without the candidates or tenderers being entitled to compensation. Such a decision must be substantiated and brought to the attention of the candidates or tenderers.

15. If subcontracting is included in the offer, it is recommended to include arbitration as a means of dispute resolution in the contract with subcontractors.

16. The follow-up of the response to the invitation to tender will involve the recording and processing of personal data (e.g. names, addresses and CVs). Unless otherwise indicated, the answers to the questions asked and the personal data requested will be necessary for evaluating the tender in accordance with the



provisions of the letter of invitation to tender and will only be processed for this purpose by the ES. Upon request, you may access your personal data and rectify any inaccurate or incomplete data. If you have any questions about the processing of your personal data, you may contact the Executive Director of the IOC.

17. Please note that, for the purposes of protecting the financial interests of the IOC, your personal data may be forwarded to the internal audit services. The data of economic operators subject to one of the situations outlined in Articles 75 and 76 of the IOC's Financial Regulation may be stored in a central database and sent to the designated persons of the IOC. This also applies to persons with powers of representation, decision-making or control over such economic operators. Any person registered in the database has the right to be informed of the data concerning them on request to the IOC's accounting officer (iooc@internationaloliveoil.org).
18. If you do not intend to submit a tender under this invitation to tender, please inform us in writing before the deadline for submitting tenders.
19. Tenderers will be informed whether or not their tender has been accepted.

Yours sincerely,

Abdellatif Ghedira
Executive Director

Documents attached:

- Document 1: Tender documents – Call for tenders No. CO/2021-18
- Document 2: Model of draft contract (the annexes being an integral part)
- Document 3: Checklist and forms to be filled in
- Document 4: Models of medals and diplomas