

ANSWERS AND QUESTIONS

TENDER CO/21-20 PR AGENCY FOR THE IOC 2022–2025 PROMOTION CAMPAIGN IN AUSTRALIA

Q1-Which size should all envelopes have? Is there any specific envelope: size, colour etc. to use?

[A1. No](#)

2-Do we have to submit all the information in person at the specific address?

[A2. Please see the “invitation letter” Point 3](#)

Tenderers may choose to submit tenders:

A - EITHER by registered post or by courier not later than **14.30** (Madrid time) on **28 February 2022** 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
Economy and Promotion Unit
(Attn Executive Director)*

not later than 14.30 (Madrid time) on 28 February 2022. 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 **28 February 2022** 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.*

Q3-Regarding to this label:

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

**INTERNATIONAL INVITATION TO TENDER No CO-21-20
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER"**

- (name of Tenderer)

**- NOT TO BE OPENED BEFORE 15 MARCH 2022 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.

Only do the original full tender envelop (4 corresponding envelopes) have to bear it (the inner label)? What about envelopes of copy 1 and copy 2?

[A3. Please see Tender Specifications Document Point.9](#)

9. DOCUMENTATION

1. The tender shall be accompanied by a letter signed by the tenderer. In addition, it shall be presented in **an outer envelope or box** (if the volume of the documentation so requires) which shall contain the following:
 - **Original** full tender envelope (with the FOUR corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report
 - ENVELOPE 4 – Electronic copy of the envelopes 1 to 3 (separated in 3 different envelopes)
 - **Copy 1** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report
 - **Copy 2** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report
 - **Electronic copy** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Pen drive with the Administrative documentation
 - ENVELOPE 2 – Pen drive with the Financial Offer

- ENVELOPE 3 – 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 or cardboard box** should bear the following, in addition to and separately from the above mentioned postal address:

INTERNATIONAL INVITATION TO TENDER No CO-21-20
- 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 **FOUR inner envelopes or cardboard boxes** should also bear the following:

INTERNATIONAL INVITATION TO TENDER No CO-21-20
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER"
- (name of Tenderer)
- NOT TO BE OPENED BEFORE 15 MARCH 2022 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.

Q4- Will we receive a return receipt for every envelop delivered? I mean for original tender envelop (4 envelops), for 3 envelops for copy 1 and for 3 envelops for copy 2?

[A4. Please see Invitation Letter Point 6 \(first paragraph\)](#)

6.The tender shall be accompanied by a letter signed by the tenderer. In addition, it shall be presented in **an outer envelope or box...**

Q5-Do we have to save on the pendrive also this label?

INTERNATIONAL INVITATION TO TENDER No CO-21-20
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
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- (name of Tenderer)
- NOT TO BE OPENED BEFORE 15 MARCH 2022 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.

[A5. Yes. Please see Invitation Letter Point 6](#)

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

- **Original** full tender envelope (with the FOUR corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report
 - ENVELOPE 4 – Electronic copy of the envelopes 1 to 3 (separated in 3 different envelopes)

- **Copy 1** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report

- **Copy 2** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Administrative documentation
 - ENVELOPE 2 – Financial Offer
 - ENVELOPE 3 – Technical report

- **Electronic copy** full tender envelope (with the THREE corresponding envelopes):
 - ENVELOPE 1 – Pen drive with the Administrative documentation
 - ENVELOPE 2 – Pen drive with the Financial Offer
 - ENVELOPE 3 – 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 or cardboard box** should bear the following, in addition to and separately from the above-mentioned postal address:

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