



Madrid, 3 November 2023

**Subject: Letter of Invitation to Tender - PR Agency for the IOC 2024-2027
Promotion Campaign in Brazil**

Ref: CO/2023-16

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 contract notice referred to in the subject, 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:

5 December 2023

3. Tenderers may choose to submit tenders :

A - EITHER by registered post or by courier not later than **14.30** (Madrid time) on 5 December 2023 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
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
(Attn Executive Director)*



not later than 14.30 (Madrid time) on 5 December 2023. 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 5 December 2023 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.*

4. If a tender is sent by post or by courier, tenderers are invited to confirm the submission of the tender by e-mail to the following e-mail address: **iooc@internationaloliveoil.org** no later than **5 December 2023 at 18.00h** (Madrid time), to the Attention of the Executive Director/ International Olive Council.
5. The tender must be submitted in triplicate in English, French or Spanish. The tender must contain one original, bearing the original signature of the authorised representative of the Tenderer, and marked "Original", and two complete copies respectively marked "Copy 1" and "Copy 2"; plus an electronic copy of all documents to be included in the original copy.

*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.*

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 pen drives)
 - **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/2023-16 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:

TENDER No CO/2023-16
"ADMINISTRATIVE DOSSIER" OR "TECHNICAL DOSSIER" OR
"FINANCIAL OFFER" OR "ELECTRONIC COPY"
- (name of Tenderer)
- NOT TO BE OPENED BEFORE 12 DECEMBER 2023 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.

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.

7. 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.

8. 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.



9. Tenderers should be aware that contact between representatives of the Executive Secretariat and Tenderers is prohibited throughout the procedure, save in exceptional circumstances.
10. 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>

Where these documents are obtained directly from the IOC website, Tenderers are advised to consult the website on a regular basis before 28 November 2023 to make sure that they are aware of all modifications and answers to questions before finalizing their tender.

11. Public opening of the tenders will take place **12 December 2023 at 10.00** 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 email no later than one week before the opening date**, to the email address indicated in point 4 above. After the opening, the Evaluation Committee will then start the assessment of all valid tenders.

12. 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 draft contract (see attached Document No 2);
- the Check list and forms (see attached Document No 3);

(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.

13. 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.

14. 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.



15. If your tender includes subcontracting, it is recommended that contractual arrangements with subcontractors include mediation as a method of dispute resolution.
16. 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.
17. 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.
18. Tenderers will be informed whether or not their tenders have been accepted.

Yours faithfully,

Abdellatif Ghedira
Executive Director

Enclosures:

- Document No 1: Tender specifications – Invitation to tender CO/2023-16
- Document No 2: Draft framework contract (including various annexes which form an integral part thereof)
- Document No 3: Check list and forms to be completed