

# SINGLE PROCUREMENT DOCUMENT OF THE INTERNATIONAL OLIVE COUNCIL

## Part I: Information concerning the procurement procedure and the contracting authority

### Information about publication

For procurement procedures in which a call for competition has been published on the IOC website,

**Notice number:**

**URL of publication:**

In cases where no invitation to tender is published, or where there is no need to publish an invitation to tender, the contracting authority must clearly identify the procurement procedure (e.g. reference to a national-level publication).

### Identity of the procurer

**Official name:**

International Olive Council (IOC)

**Country:**

Spain

### Information about the procurement procedure

**Type of procedure**

**Title:**

**Short description:**

**File reference number attributed by the contracting authority (if applicable):**

## Part II: Information concerning the economic operator

### A. Information concerning the economic operator

**Name:**

**Street and number:**

**Postcode:**

**City:**

**Country:**

**Internet address (web address) (if applicable):**

**E-mail:**

**Telephone:**

**Contact person or persons:**

**VAT number, if applicable:**

**If no VAT number is applicable, please indicate another national identification number, if required and applicable:**

**Is the economic operator a Micro, a Small or a Medium-Sized Enterprise?**

Yes

No

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**If applicable, is the economic operator registered on an official list of approved economic operators or does it have an equivalent certificate (e.g. under a national (pre)qualification system)?**

Yes

No

**Will the economic operator be able to provide a certificate regarding the payment of social security contributions and taxes or provide information allowing the contracting authority to obtain it directly by consulting a national database in a Member State that is freely accessible?**

Yes

No

**Please specify if the relevant documentation is available electronically:**

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**Is the economic operator participating in the procurement procedure**

**together with others?**

Yes

No

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**If applicable, specify the lot(s) that the economic operator wishes to submit to the procurement procedure:**

## **B. Information about representatives of the economic operator**

- Where applicable, please specify the name(s) and address(es) of the person(s) empowered to represent the economic operator for the purposes of this procurement procedure:

**First name**

**Last name**

**Date of birth**

**Place of birth**

**Street and number:**

**Postcode:**

**City:**

**Country:**

**E-mail:**

**Telephone:**

**Position/Acting in the capacity of:**

**If applicable, please provide detailed information on the representation (forms, extent, purpose...):**

### **C. Information about reliance on the capacities of other entities**

**Does the economic operator rely on the capacities of other entities in order to meet the selection criteria set out under Part IV, and the criteria and rules (if any) set out under Part V below?**

Yes

No

### **D. Information concerning subcontractors on whose capacity the economic operator does not rely**

**Does the economic operator intend to subcontract any share of the contract to third parties?**

Yes

No

- If the contracting authority explicitly requests this information in addition to the information under Part I, please provide the information required under Sections A and B of this Part and Part III for each of the (categories of) subcontractors concerned.

### **Part III: Exclusion grounds**

#### **A: Grounds relating to criminal convictions**

**Article 75(1) of the Financial Regulations of the International Olive Council sets out the following grounds for exclusion:**

- a) The tenderers 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.**

Is the economic operator in one of the above situations?

Yes

No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes

No

**b) Has the tenderer been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata?**

Yes  
No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes  
No

**c) Has the tenderer been guilty of grave professional misconduct proven by any means which the contracting authority can justify?**

Yes  
No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes  
No

**d) The tenderer has not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the contracting authority or those of the country where the contract is to be performed;**

Is the economic operator in one of the above situations?

Yes  
No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes  
No

**e) Has the tenderer been the subject of a judgment which has the force of *res judicata* for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the financial interests of the IOC?**

Yes  
No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes

No

**f) Has the tenderer, following another procurement procedure, been declared to be in serious breach of contract for failure to comply with their contractual obligations?**

Yes

No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes

No

## **B: Grounds relating to conflicts of interests or misrepresentation**

**Article 75(2) of the Financial Regulations sets out the following reasons for exclusion:**

**a) Is the tenderer subject to a conflict of interest as a result of its participation in the procurement procedure?**

Yes

No

**b) Was the tenderer in one of the following situations?**

a) Been guilty of misrepresentation in supplying the information required for the verification of the absence of grounds for exclusion or the fulfilment of the selection criteria and;

b) Were they unable to submit without delay the supporting documents required by the contracting authority?

Yes

No

## **Part IV: Selection criteria**

### **General indication for all selection criteria**

With regard to the selection criteria, the economic operator declares that:

**It meets all the required selection criteria**

Yes

No

## **Part V: Reduction of the number of qualified candidates**

**The economic operator declares that:**

**It meets the following objective and non-discriminatory criteria or rules to limit the number of candidates:**

**In cases where certain certificates or other forms of documentary evidence are required, please indicate for each whether the economic operator is in possession of the required documents:**

If some of these certificates or forms of documentary evidence are available electronically, please indicate for each:

Yes

No

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Can the contracting authority access this information for free in a database of an EU Member State?

Yes

No

## **Part VI: Concluding statements**

The undersigned formally declare that the information stated under Parts II - V above is accurate and correct and that it has been set out in full awareness of the consequences of serious misrepresentation.

The undersigned hereby formally declare that they are able, upon request and without delay, to provide the certificates and other forms of supporting documents mentioned, except if:

a) The contracting authority has the possibility of obtaining the supporting documentation concerned directly by accessing a national database in any Member State that is available free of charge (on condition that the economic operator has provided the necessary information (web address, issuing authority or body, precise reference of the documentation) allowing the contracting authority or contracting entity to do so. Where required, this must be accompanied by the relevant consent to such access),

or

b) The documentary evidence has already been submitted by the economic operator for another procurement procedure and if the documents were issued no more than one year previously and are still valid at the date of their request by the contracting authority.

The undersigned formally consent to the International Olive Council having access to the supporting documents substantiating the information provided in [indicate the relevant part(s)/section(s)/point(s)] of this document for the purpose of [indicate the procurement procedure: (brief description, publication

reference, reference number)].

Date, place and, where required or necessary, signature(s):

**Date**

**Place**

**Signature**