

SPECIFICATIONS

Tender CO / 2025- 17

TITLE: Procurement of the services of a company to assess the proficiency of olive oil physico–chemical and sensory analysis testing laboratories, the organisation of ring tests, training, sample management and technical assistance.

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1. Introduction

The International Olive Council (hereinafter IOC) is an international, intergovernmental organisation with legal personality and headquarters in Madrid, created in 1959 under the auspices of the United Nations, governed by the International Agreement on Olive Oil and Table Olives 2015 and whose relations with Spain are regulated by the Headquarters Agreement between the Kingdom of Spain and the IOC signed on 28 November 2019.

The IOC has an Executive Secretariat (hereinafter ES) located in Madrid (Spain) responsible for administering the International Agreement on Olive Oil and Table Olives. It is entrusted with the following activities in the field of standardisation and research.

To continue cooperation activities in the field of physical-chemical and sensory analysis in order to improve knowledge of the composition and quality characteristics of olive products, with a view to establishing international standards that allow for:

- Product quality control;
- Fair international trade;
- The protection of consumer rights;
- The prevention of fraudulent practices;
- Facilitate the study and implementation of measures aimed at harmonising national and international legislation relating in particular to the marketing of olive oil and table olives;
- Promoting the harmonisation of criteria for defining geographical indications granted by members with a view to their protection at international level;
- Laying the foundations for international cooperation to prevent and, where necessary, combat any fraudulent practices in the international trade of all edible olive products, establishing close links of collaboration with representatives of the various stakeholders in the olive sector.

Within the IOC ES, the [Standardisation and Research \(SR\) Unit](#) is responsible for coordinating the IOC's annual proficiency tests, with a view to granting recognition to physical-chemical and sensory analysis laboratories in member and non-member countries.

Another key aspect of the work of the SR Unit is the harmonisation of sensory analysis laboratories. To this end, the unit organises three-day harmonisation workshops for its more than 100 recognised tasting panels.

It also supplies certified reference samples and materials to support the training and harmonisation of olive oil sensory analysis laboratories.

Among other activities, the Unit organises the annual [IOC Mario Solinas Quality Award](#), which recognises excellence in extra virgin olive oil.

In addition, the IOC can provide [institutional support](#) to national extra virgin olive oil competitions and organoleptic assessment courses organised by competent authorities, provided that they comply with the standards established by the IOC.

The IOC's standards, methods and guidelines are available through [this link](#).

2. Purpose of the Contract

The purpose of this tender is to contract the support services necessary for the collaborative trials organised by the IOC (management of intercomparison trials) and the statistical processing of the results of these trials.

The collaborative or intercomparison tests organised by the IOC are an essential tool for ensuring and demonstrating the technical competence of physical-chemical and sensory analysis laboratories. These tests make it possible to evaluate the performance of the participating laboratories, promoting their harmonisation and ensuring the reliability and consistency of the results.

The contractor will also be responsible for the training and coaching of panels and laboratories participating in the tests, the performance of ring tests to validate analysis methods and review the limits of the trade standard, the management of samples (purchase, preparation and shipment) for activities organised by the IOC (workshops, the IOC Mario Solinas Quality Award, reference material samples, courses, training and coaching of tasters, harmonisation of panels) and providing technical assistance to the IOC in order to ensure the best possible performance and monitoring of tasks.

The tasks are detailed in point 4 of these specifications.

3. Participation in the Tender

This tender is open to any legal entity that accepts these conditions in their entirety, has the capacity to act, meets the technical and economic solvency requirements, can demonstrate its economic, financial and technical or professional capacity, and has no liability in relation to the IOC ES.

Furthermore, its corporate purpose or activity must be directly related to the subject matter of the contract, and it must have a corporate structure with sufficient human resources and equipment to perform the contract.

3.1 Joint tenders

In the case of a joint tender, the tenderer must clearly define the structure of the tender:

3.1.1 An existing consortium

The tender is submitted by service providers who have already formed a consortium as a separate legal entity with its own statutes and/or operating rules and independent technical and financial capacity, as well as defined contributions from the service providers. The consortium will be the entity that assumes technical and financial responsibility for the contract.

3.1.2 Intention to form a consortium

The tender is submitted by service providers who have not yet formed a consortium as a separate legal entity but intend to do so in accordance with point 3.1.1 above if their joint tender is accepted. In this case, the tenderer must provide documentation on its legal nature and a preliminary version of the planned statutes. It must also provide a clear description of how the consortium will operate and the various technical and financial contributions of each service provider.

3.2 Subcontracting

Tenders submitted by service providers who do not wish to form a consortium as a separate legal entity shall be submitted in the form of subcontracting, in which case one of the service providers shall assume full responsibility for the tender. That service provider ("main contractor") shall sign a contract in its name with the other companies or natural persons, who shall therefore be considered subcontractors of the "main contractor".

All service providers acting as subcontractors must provide a signed statement recognising the service provider acting as the main contractor. The proportion (%) of the contract allocated to the main contractor and to each of the subcontractors must also be indicated.

4. Tasks to be Performed by the Contractor

The contractor shall be responsible for performing the following tasks:

4.1. An annual international collaborative trial to monitor the technical competence of physical-chemical analysis laboratories and the statistical treatment of their results (COI/CHEM)

Each year, the IOC grants recognition to physical-chemical analysis laboratories that request it and meet the requirements established by the IOC for this purpose. The laboratories must also demonstrate their competence in applying the methods recommended by the IOC in an annual test carried out on four samples.

The contractor shall carry out this collaborative test and the statistical processing of the data in order to grant recognition to physico-chemical analysis laboratories that demonstrate their competence in the application of the methods of analysis.

The test will be annual, consisting of a minimum¹ of 4 samples per laboratory for an approximate number of 170 participating laboratories and 60 determinations which are to be carried out in duplicate.

For indicative purposes only, 137 laboratories from the following countries participated in the 2025 trial: Argentina, Algeria, Australia, Brazil, Canada, China, Cyprus, Croatia, Slovenia, Spain, United States, France, Greece, Iran, Italy, Japan, Jordan, Morocco, Poland, Portugal, Tunisia, Türkiye and Uruguay.

The contractor will send participants in each country the necessary protocol for conducting the trial. This protocol will be drawn up by the contractor and validated by the IOC Secretariat.

The contractor will manage the organisation of the test and will be responsible for:

- Supplying the oils for the samples. The composition of the samples will be determined at the meeting of the Technical Expert Committee organised by the ES prior to the trials. This will include the definition, as indicated by the IOC ES, of the types of samples, packaging details, storage criteria, and packaging and transport conditions.
- Each sample must be prepared in a 250 mL container (for the control test) and 125 mL containers for the control samples included in the training programme for physical-chemical analysis laboratories.
- The containers shall be tinted, made of glass or food-grade PET, with a capacity of 250 mL and 125 mL, and fitted with a tamper-proof cap. The samples shall be stored away from light in a dry environment at a temperature between 4°C and 10°C. They shall be packaged appropriately to prevent breakage. The fastest and safest means of transport shall be used.
- Preparation of preliminary documentation, including instructions for conducting the test.
- Performing the homogeneity and stability test on the samples.
- Preparation, random or batch coding, under the conditions established by the ES.
- Sending of samples to participants (shipping costs for these samples are free of charge only for official laboratories² of IOC Member Countries), receipt of results via a web-based computer tool, data processing and statistical analysis.
- All results received will be processed in accordance with the established criteria, recording any variations. The IOC ES will provide the statistical methodology.
- Responding to and answering any technical and/or statistical clarifications or queries made by the laboratories, in coordination with the ES.

¹ It should be understood that this is an approximate figure and there may be variations in the number of samples, laboratories, tests and countries of origin.

² For indicative purposes only, in 2025 there are 41 official laboratories out of a total of 137 participants.

The contractor will issue a report and conclusions on the results of the annual collaborative trial for the control of the competence of physical-chemical analysis laboratories. The reports will contain at least:

- Statistical methodology used,
- Set of results obtained and comments
- Discarded values and causes
- Graphs allowing interpretation of the results
- Recommendations and conclusions, if applicable.

The period established for the completion of the report shall be a maximum of 30 days from the receipt of all data and in accordance with the deadlines established by the ES.

A representative of the company shall participate, at their own expense, in the two meetings of the Expert Commission that will take place at the IOC headquarters or by videoconference for the organisation of the trial, the presentation of the results and whenever else it is required.

The company shall send the report of the results to the laboratories within 30 days from the deadline for the submission of results.

The company shall submit the final summary based on the decisions taken at the second meeting of the Expert Committee.

The tasks must be carried out in accordance with the methodology set out in UNE-EN ISO/IEC 17043.

The contractor shall respond to any appeals that may be lodged by the laboratories once the final report has been received, based on the observations made on these appeals by the members of the IOC Technical Expert Commission and in agreement with the ES.

The contractor shall supply the ES with at least 10 containers of 250 mL of each of the remaining samples of this collaborative trial.

4.2. Sending a second set of COI/CHEM samples for training physic-chemical analysis laboratories

At the end of each year, the contractor shall send the reference samples (a second set of COI/CHEM samples (125 mL of each)) to the participants in the annual trial detailed in point 4.1, as well as the communications and the summary report with the results obtained in the trial, under the conditions established by the ES in order to calibrate the laboratories using these samples with specific analytical values.

The shipping costs for these samples are free of charge only for official laboratories in IOC Member Countries³.

The trial will be annual, consisting of 4 samples per laboratory for an approximate number of 170 participating laboratories and 60 determinations to be carried out in duplicate.

For indicative purposes only, 137 laboratories from the following countries participated in the 2025 trial: Argentina, Algeria, Australia, Brazil, Canada, China, Cyprus, Croatia, Slovenia, Spain, United States, France, Greece, Iran, Italy, Japan, Jordan, Morocco, Poland, Portugal, Tunisia, Türkiye and Uruguay.

4.3. Two international collaborative trials and statistical treatment of their results for the recognition of sensory analysis laboratories (COI/ORG 1 and COI/ORG 2)

Each year, the IOC grants its recognition to sensory analysis laboratories designated by the competent authority of their respective countries for the official control of virgin olive oils. The laboratories apply for this recognition through said authority.

They must also demonstrate their competence in applying the methods recommended by the IOC in two annual tests carried out with five samples each.

The contractor must carry out:

- Two collaborative tests per year and
- Statistical processing of the data to grant recognition to sensory analysis laboratories that demonstrate their competence in the application of the methods of analysis. Each of these tests will consist of 5 samples per panel and approximately 180 tasting panels participating in each test.

As a guide, in 2025, 141 panels from the following countries participated in each test: Algeria, Argentina, Australia, Brazil, Chile, China, Croatia, Cyprus, Egypt, France, Germany, Greece, Iran, Israel, Italy, Japan, Jordan, Latvia, Morocco, the Netherlands, Palestine, Peru, Poland, Portugal, South Africa, Switzerland, Tunisia, Türkiye and Uruguay.

The contractor will send participants from each country the necessary documentation for conducting each trial. This documentation will be prepared by the contractor and validated by the IOC ES.

The contractor will organise both trials and will be responsible for:

- Supplying the oils for the samples in line with the instructions of the IOC Secretariat.

³ For indicative purposes only, in 2025 there are 41 official laboratories out of a total of 137 participants.

- Defining, in line with the IOC Secretariat's instructions, the types of samples, packaging details, storage criteria, and packaging and transport conditions.
- Each sample must be prepared in 500 mL tinted glass or food-grade PET containers with tamper-proof caps for both tests, as well as for the second and third sets sent for the training of the sensory analysis laboratories. The samples shall be stored away from light in a dry environment at a temperature between 4°C and 10°C. They shall be properly packaged to prevent breakage. The fastest and safest means of transport shall be used.
- Preparation of preliminary documentation, including instructions for conducting the tests.
- Performing the homogeneity and stability test on the samples.
- Preparation, random or batch coding, under the conditions established by the ES. Sending of samples to participants (shipping costs for these samples are free of charge only for panels from IOC Member Countries⁴), receipt of results via a web-based tool, data processing and statistical analysis. All results received will be processed in accordance with the established criteria, with any variations being recorded. The IOC ES will provide the statistical methodology.
- The contractor shall address and respond to any technical and/or statistical clarification or query made by the panels, in agreement with the Executive Secretariat.
- The contractor shall issue a report and conclusions on the results of each collaborative sensory analysis test. The reports shall contain at least:
 - The statistical methodology used,
 - Set of obtained results and comments
 - Graphs allowing for the interpretation of the results
 - Recommendations and conclusions.

The period established for the completion of the report corresponding to each test shall be a maximum of 30 days from the receipt of all data and in accordance with the deadlines established by the ES.

A representative of the company shall participate, at its own expense, in the two meetings of experts in organoleptic assessment to be held at the IOC headquarters in Madrid or by videoconference for the organisation of the tests and the presentation of the results.

The contractor shall send the reports for each test to the participants on the date agreed by the IOC ES.

⁴ For indicative purposes only, there are 128 panels from IOC Member Countries out of a total of 141 participating laboratories in 2025.

The contractor shall respond to any appeals that may be lodged by the panels once the reports have been received, in agreement with the ES.

The contractor shall supply the ES with 10 containers of each of the remaining samples from these two collaborative trials.

4.4. Shipment of two other sets of COI/ORG samples for training and internal calibration of sensory analysis laboratories

The contractor shall send a second set of samples of the two sensory analysis tests, COI/ORG 1 and COI/ORG 2 (in 500 mL containers), together with the collaborative test samples, to the participants in the annual tests, with the aim of training and harmonising sensory analysis laboratories (shipping costs for these samples are free of charge only for panels from IOC Member Countries⁵).

Likewise, at the end of each year, the contractor shall send a communication to all panels participating in the tests, informing them of the availability of a third additional set of these samples, upon request and payment for their shipment (at the expense of the applicant), together with a summary report of the results obtained in the tests, under the conditions established by the ES.

The contractor shall respond to requests and coordinate with the applicant for shipments.

Each of these tests will consist of 5 samples per panel and approximately 180 tasting panels participating in each test.

As a guide, in 2025, 141 panels from the following countries participated in each test: Algeria, Argentina, Australia, Brazil, Chile, China, Croatia, Cyprus, Egypt, France, Germany, Greece, Iran, Israel, Italy, Japan, Jordan, Latvia, Morocco, the Netherlands, Palestine, Peru, Poland, Portugal, South Africa, Switzerland, Tunisia, Türkiye and Uruguay.

The tasks must be carried out in accordance with the methodology set out in UNE-EN ISO/IEC 17043.

4.5. International ring tests for the validation of methods of analysis and statistical treatment of their results

As part of its standardisation and research activities, the IOC periodically studies and reviews methods of analysis to ensure the quality and authenticity of olive products. The IOC organises ring tests with the purpose of validating these methods.

The contractor shall be responsible for organising, throughout the year, the ring tests that may arise, including both the supply of oils and the statistical analysis and preparation of

⁵ For indicative purposes only, there are 128 panels from IOC Member Countries out of a total of 141 participating laboratories in 2025.

the corresponding report. Each year, five tests shall be organised, with fewer than 30⁶ participating laboratories per test, from various countries and recognised by the IOC.

The tasks must be carried out in accordance with the methodology set out in standard ISO 5725.

4.6 Preparation of samples with certified reference values

The contractor shall supply at least three samples of virgin olive oil each year with significant defects of varying intensity, in quantities of at least 100 litres per sample. These shall be prepared in 500 mL containers.

The selection of these samples shall be based on the results obtained from data processing and statistical analysis following the tasting of the relevant samples by a minimum of 20 panels from different countries, recognised by the IOC during the current year and selected by the IOC in collaboration with the contractor.

These samples are used for panel training, taster training, tasting courses and activities organised by the ES.

The contractor shall issue a report and conclusions on the results obtained from the panels for each sample evaluated, as well as the certificates for each sample, in agreement with the ES.

4.7 Management of oils and samples for dissemination and training activities organised by the IOC

The contractor will be responsible for the acquisition, management, preparation and shipment of oils and samples and communications management for the implementation of outreach activities organised by the IOC.

- **Collaboration in the organisation of an annual workshop**

The contractor shall assist the IOC in managing the organisation of an annual harmonisation workshop for the panels participating in the IOC collaborative trials in the current year, by acquiring and sending samples to the participating panels, as well as managing the administrative aspects of the workshop (coordination with the workshop organising committee).

The number of participants and shipments will range from 120 to 180⁷ panels from different countries, with a maximum of 25 references of different olive oils per shipment and a maximum container size of 125 mL for each reference.

⁶ It is understood that this is an indicative number and that there may be variations in the number of tests, participating laboratories and sending countries.

⁷ It is understood that this is an indicative number and that there may be variations in the number of participating panels and sending countries.

The contractor will proceed with the acquisition, preparation and/or packaging of the necessary oils, shipment to the various laboratories, generation and management of accompanying documentation and certificates, and management of communications with recipients.

(Shipping costs for these samples are free of charge only for panels from IOC Member Countries).

- **Management of samples for courses, training and coaching**

The contractor will collaborate with the IOC in managing the shipment of reference samples and preparing communications, documentation and certificates required for the implementation of training activities, as well as courses on the organoleptic assessment of virgin olive oils.

For these activities, samples of different oils from collaborative trials and/or certified samples and/or samples provided by the IOC will be sent in quantities of 125, 250 or 500 mL, depending on availability, demand and the type of activity, for a maximum of 40 shipments per year.

- **Purchase of oils**

The contractor will manage the purchase of oils, at the request of the Executive Secretariat, of a maximum of 35 different oils per year, up to a maximum of 25 litres each, until their delivery to their destination.

These samples will be stored both at the IOC and at the contractor's premises under appropriate conditions, as they will be used in activities organised and/or sponsored by the IOC: Mario Solinas Quality Award, tastings, events, meetings, tasting sessions, as well as the courses, training and tasting panel trainings described in the aforementioned point.

4.8 Technical assistance

Due to the growing number of laboratories and panels, in addition to the human resources team responsible for carrying out the tasks mentioned in this document, the contractor will provide the IOC with a technical assistance service that will ensure the proper performance of activities and will support IOC staff in matters required by the Entity.

This service will be available to the ES for a total of 6 hours per day during working hours (30 hours per week) and will be responsible for the following tasks:

- Response and logistical and administrative support to laboratories and panels
- Verifying and updating data on laboratory and panel lists
- Communications and documentation related to collaborative trials
- Follow-up on sample requests for courses, training and capacity-building activities
- Technical assistance for the Panel Harmonisation Workshop (organising and

managing the list of samples, communications, tracking shipments)
These functions will be carried out by the contractor, who will provide the necessary tools to carry out its work.

The IOC Executive Secretariat will set the final schedule with the dates for each service and communicate it to the contractor.

5. Technical Requirements, Professional Qualifications and Conditions

Natural or legal persons, Spanish or foreign, who have full capacity to act, are not subject to any prohibition on contracting, and can prove their economic, financial and technical or professional solvency may take part in the tendering procedure.

Legal persons may only be awarded contracts whose services fall within the scope of their purposes, objectives or activities as set out in their statutes or founding rules.

Proposals may also be submitted by temporary associations of entrepreneurs formed for this purpose, without the need to formalise them in a public deed until the contract has been awarded in their favour. Businesses that participate in temporary associations shall be jointly and severally liable and must appoint a single representative or agent for the association with sufficient powers to exercise the rights and fulfil the obligations arising from the contract until its termination, without prejudice to the existence of joint powers that may be granted for collections and payments of significant amounts.

The contractor must provide the services and benefits offered, and in any case, those detailed in these specifications.

The contractor must provide certifications, approvals, authorisations and, in general, all documentation required by current legislation.

The contractor must take all necessary actions or activities to comply with applicable legislation in force.

The contractor must provide, at their own expense, the means and resources necessary to carry out the services and benefits offered.

The contractor shall be liable for any damage to persons, property or third parties resulting from the actions carried out in the performance of the service; therefore, they must have an insurance policy covering any incident that may occur in the performance of the aforementioned service.

The contractor shall be responsible for the technical quality of the work carried out and the services provided, as well as for the consequences for the IOC or third parties of any omissions, errors, inappropriate methods or incorrect conclusions in the performance of the contract. The contractor shall be obliged to provide, for the performance of the services covered by the contract, the necessary technical and business resources for the proper performance of those services, as well as to achieve optimal service quality.

The contractor shall have the technical resources necessary for the proper performance of the contract and to maintain the level of service required in each case. These resources shall depend exclusively on the contractor, who shall have all the rights and duties inherent to their status as employer in relation to them, with the IOC being completely unrelated to these employment relationships, as well as to the responsibilities that may arise from such relationships, which the contractor expressly accepts at their own expense.

The contractor shall immediately proceed, if necessary, to replace the necessary resources so that the performance of the contract is always ensured. In any case, the contractor shall propose to the IOC a list of resources, which shall be subject to the established control and security regulations.

The ES may update the contract and its annexes when necessary for technological reasons.

Staff conditions

The staff included in the proposal must have the necessary training, education, technical knowledge and experience to perform the services covered by this contract.

The staff must meet the requirements necessary for the proper performance of the tasks required for the organisation of the tests in accordance with ISO 17043, and have proven experience in olive oils.

The contractor shall provide the IOC with the name and Curriculum Vitae (CV) of the person responsible for providing the services. The contractor shall also inform the IOC of the number of persons employed to carry out the project under this contract. The IOC reserves the right to request a list of the contractor's employees who are providing services to the IOC at any given time.

The human resources required to perform the services shall be employed by the contractor, who, for all purposes, shall assume the role of employer with all the rights and obligations inherent in this status, in accordance with current legislation, with such staff being subject at all times to the instructions and orders of the contractor.

The contractor must be up to date with the payment of salaries and social security contributions for the staff who, under his employment, carry out the work covered by the contract, and in particular must be up to date with the payment of Occupational Risk Prevention and Work Accident insurance. Likewise, it must adopt and comply with occupational risk prevention regulations, not only those required by law, but also those that are necessary as a result of the type of work to be carried out, providing its staff with the necessary protective equipment for this purpose. Failure by the contractor to comply with these obligations shall not imply any liability on the part of the IOC.

6. Documentation

Tenderers must submit their tenders and the required documentation exclusively by electronic means, using the URL specified in the tender notice published on the IOC website (TENDER FORM). This form consists of two separate sections: the first is for providing the entity's identification details (company name, tax identification code, address, city, country, telephone number, etc.), while the second allows the required documents to be attached, **exclusively in PDF format.**

The documents required to be attached are:

6.1 Administrative offer

To submit a tender, the tenderer must complete and sign the IOC Single Document. The ES reserves the right to require tenderers, at any time during the tendering process, to submit the administrative documentation it deems necessary for the proper verification of compliance with the requirements. In any case, the contractor shall be required to submit all the required administrative documents prior to signing the contract.

To this end, the tender form shall include a template of the IOC Single Document, available for download.

Only the contractor shall be required to submit the following financial and administrative documentation as a precondition for signing the contract (IT IS NOT NECESSARY TO SUBMIT THIS DOCUMENTATION IN ORDER TO PARTICIPATE IN THE TENDER):

Tenderer details: tenderer's name/company name; telephone numbers; email address; tax identification number; contact person; cover letter and duly completed annexes.

1. Proof of non-exclusion criteria: the tenderer shall submit the following documents:

- a) An extract or certificate from the Commercial Registry indicating the company's directors.
- b) A criminal record certificate for the company and for the director(s) who will sign the contract, where applicable.
- c) A certificate confirming that the company is up to date with its tax obligations.
- d) Certificates confirming that the company is up to date with social security contributions.
- e) The exclusion criteria form (as listed in the checklist), duly completed and signed.
- f) The conflict-of-interest form (as listed in the checklist), duly completed and signed.

Note: Criminal record certificates and administrative certificates may be considered recent if they are no more than one year old from the date of issue and are still valid on the date of application to this tender. Administrative documentation, such as articles of association, bank statements, etc., may exceptionally be submitted in any of the other official languages of the International Olive Council (Arabic, Spanish or Italian), in addition to English and French.

- 2. Proof of the tenderer's economic and financial capacity, provided through the following documents:
 - a) A report from financial institutions.
 - b) A declaration of the company's/entity's overall turnover for the last three financial years, including the balance sheet and profit and loss account. Alternatively, the company's full annual accounts for the last three financial years, duly filed with the Commercial Registry.
 - c) Any other documentation the tenderer may consider appropriate to demonstrate its financial standing, provided that it is deemed sufficient by the International Olive Council.
- 3. Proof of the tenderer's technical or professional capacity provided through the following:
 - a) A list of the services provided in the last three years, similar to that required in the present call for tenders;
 - b) Acceptable evidence of experience, such as letters of reference, copies of invoices or certificates clearly indicating the volume of work carried out, the language combination(s) and the person involved. Self-declarations shall not be considered as evidence;
 - c) Copies of all diplomas and other qualifications to be taken into account;

- d) Any other documentation the tenderers may consider necessary to demonstrate their technical or professional capacity.

6.2 Technical offer

A technical report must be submitted that clearly describes how the service will be organised, including:

1. A detailed, clear and complete list of all the services offered.
2. Proposed action plan, including a schedule for the execution of tasks as established in section 10.
3. Equipment and staff made available for the work.

Submission of an offer implies acceptance of all the conditions established by the IOC.

6.3 Financial offer

The indicative budget for four years is a total of €1,400,000, including VAT and other taxes.

As this is a framework contract, the final amount contracted (through the corresponding orders) will depend on the needs and budgetary availability of the organisation.

The price of offers must be expressed in euros (figures and words), including VAT and other taxes. The price offered shall include all the rights and obligations set out in these specifications.

This financial offer must be broken down into three parts.

Part one: Conducting collaborative trials, breakdown of the cost of the services in points 1, 2 and 3 (below):

Point 1. Costs of services for the first phase of collaborative trials: Budget including the preparation of an annual round of physical-chemical and sensory analyses of 4 samples and 2 annual rounds of sensory analysis of 10 samples in total, including:

- Supply of oils for sample preparation
- Homogenisation and preparation
- Labelling and packaging
- Homogeneity and stability tests
- Random number coding (in the case of sensory analysis laboratories)
- Sample storage
- Packaging and shipping of samples to participants
- Preparation of the web platform
- Updating participant contacts and registration on the web platform

- Preparation of design, instructions and shipping (previously selecting the most appropriate shipping company in each case)
- Tracking shipments and deliveries
- Incident management (documentation, customs procedures, etc.)

Point 2. Cost of services for the second phase of collaborative trials: Budget including data processing via a web-based IT tool, statistical analysis of trials, presentation to the Technical Committee and the expert group, subsequent sending of results to laboratories and handling of any appeals (second phase of collaborative trials)

The work involved in these two points is detailed in sections **4.1** and **4.3**.

Points 1 and 2:

- **Physico-chemical tests:**

- Number of rounds: 1/year
- Determinations: 60
- Number of samples per round: 4 samples
- Sample size: 250 mL per sample
- Estimated number of participants in 2026: 140 laboratories
- Estimated value: €49,879
- VAT 21%: €10,475
- Tender budget ceiling: €60,353.44

- **Sensory tests:**

- Number of rounds: 2/year
- Number of samples per round: 5 samples
- Sample size: 500 mL per sample
- Estimated number of participants in 2026: 150 panels
- Estimated value: €65,357
- VAT 21%: €13,725
- Tender budget ceiling: €79,081.42

The unit prices per physico-chemical and sensory analysis laboratory will have an average value (including VAT and other taxes) of around €431 and €527, respectively.

Point 3. Costs of sending two other sets of COI/ORG samples for training and internal calibration of the physico-chemical and sensory analysis laboratories, as well as those carried out by them (the work involved is detailed in sections 4.2 and 4.4).

Budget including:

- Packaging and labelling of collaborative trial samples
 - Packaging of samples
 - Shipping of surplus samples from collaborative trials
 - Preparation of certificates for samples sent
 - Estimated value: €6,871
 - VAT 21%: €1,443
 - Tender budget ceiling: €8,313.73
- **Physico-chemical laboratories:**
 - Shipping: 1 to each laboratory/year
 - Number of samples: 4 samples
 - Sample size: 125 mL per sample
 - Estimated number of participants in 2026: 140 laboratories
 - **Sensory analysis laboratories:**
 - Shipping: 2 per panel/year: one shipment is made with the collaborative trial samples and another shipment is made at the end of the year upon request and prior payment by the applicant
 - Number of samples: 20 samples (10 with the collaborative trial samples and 10 at the end of the year)
 - Sample size: 500 mL per sample
 - Estimated number of participants in 2026: 150 panels

Part two: cost of the services in point 4 (below):

Point 4. Budget including the organisation of ring trials

- Maximum number of trials: 5 trials/year
- Number of participating laboratories: less than 30 laboratories in each trial
- Estimated value: €10,885
- VAT 21%: €2,286
- Budget ceiling: €13,171.02

The work is detailed in section 4.5 and includes:

- Purchase of oils (if necessary) and preparation of samples
- Sending to participating laboratories
- Data collection
- Statistical analysis in accordance with ISO 5725 and preparation of the corresponding report.

Part three: cost of the services in point 5 (below):

Point 5. Budget for the preparation of samples with certified reference values (CRM) (the work involved is detailed in section 4.6)

- Budget including:
 - Selection and acquisition of at least 4-5 oil references for certification (100 litres per reference)
 - Selection of participating laboratories to certify a minimum of 20 panels
 - Preparation of documents for data collection
 - Preparation of samples for participating laboratories
 - Sending samples to participating laboratories
 - Compilation of data from participating laboratories
 - Statistical processing for certification according to ISO 17034
 - Issuing of data processing report
 - Preparation of certificates for ultimately certified CRMs, at least 3 references
 - Packaging of the 100 certified litres, maximum 200 bottles of 500 mL per reference
 - Conducting of accelerated and long-term stability tests during the shelf life of the CRMs, for expiry date reviews.
 - Estimated value: €61,380
 - VAT 21%: €12,890
 - Tender budget ceiling: €74,270.22

Part four: cost of the services in point 6 (below):

Point 6. Budget including the acquisition, management and shipment of samples for dissemination and training activities, as well as the workshop and technical assistance services.

The budget corresponding to this point will be divided into three equal parts, given that the services covered by this point will be carried out throughout the year, from January onwards (the work involved is described in sections 4.7 and 4.8).

- Estimated value: €73,505
- VAT 21%: €15,436
- Tender budget ceiling: €8,313.73

- **Organisation of an annual workshop for the harmonisation of tasting panels**
 - Number of participants: between 120 and 180 panels
 - Number of samples: 25
 - Sample size: maximum 125 mL/sample
- **Management of samples for courses, training and coaching**
 - Number of shipments: maximum 40 shipments/year
 - Sample size: 125, 250 or 500 mL, depending on availability, demand and type of activity.
- **Oil procurement:**
 - Number of oils: maximum 35 oils
 - Quantity: Maximum 25 litres/oil.
- **Technical assistance:**
 - Administrative support service for IOC staff on matters related to the contract
 - Working hours: 6 hours/day (30 hours per week)

The prices quoted shall include all rights and obligations set out in these specifications. They shall also include all expenses incurred or likely to be incurred by the tenderer in providing the services in question, in particular the necessary materials, transport and travel requirements, as well as the fees and salaries of any employees.

BUDGET	Points 1 and 2 for 140 PC lab.	Points 1 and 2 for 150 panels	Point 3	Point 4	Point 5	Point 6
Direct costs	42,876	56,799	5,986	9,135	49,680	67,882
Indirect costs	4,180	4,858	496	1,134	8,226	1,462
Subtotal	47,056	61,657	6,482	10,269	57,906	69,344
Industrial profit (6%)	2,823	3,699	389	616	3,474	4,161
BASE	49,879	65,357	6,871	10,885	61,380	73,505
VAT (21%)	10,475	13,725	1,443	2,286	12,890	15,436
TOTAL	60,353.44	79,081.42	8,313.73	13,171.02	74,270.22	88,940.94
Unit price/lab and panel	431	527				

Price per sample (4 PC/10 sensory)	108	53
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<u>Total including VAT</u>	<u>324,130.76</u>
<u>Total excluding VAT</u>	<u>267,876.66</u>

The estimated costs for approximately 150 panels and 140 physico-chemical (PC) laboratories are presented in the following table and have been calculated based on our previous experience:

7. Price Variation

Given that the services covered by the contract involve the purchase of raw materials (oils), reference materials, packaging, international transport and other costs subject to market fluctuations, a price revision formula will be applied throughout the duration of the framework contract.

$$P = P_0 \times (a + b \times \frac{I}{I_0})$$

Where:

- P: Revised applicable price.
- P_0 : Initial price offered (base price).
- I: Index for the month of revision.
- I_0 : Index for the base month (date of submission of the offer).
- a: Coefficient of the fixed part of the price
- b: Coefficient of the variable part subject to revision, such that $a + b = 1$.

8. Reference Indices

- General CPI for Spain (National Institute of Statistics)
- The CPI will be updated in accordance with the latest official publication available at the time of requesting the review.

9. Review Frequency

- The review shall be requested once a year, coinciding with the anniversary date of the contract.
- The contractor shall submit a request for review with official documentation (index bulletin) and a detailed calculation.
- The IOC Executive Secretariat will verify the request and validate or reject the new value.

10. Calendar

Both parties shall agree in advance and before the start of the year on a work schedule for regular actions. Specific non-periodic actions shall be agreed upon by mutual consent before they are carried out.

Activities to be carried out throughout 2026:

- Acquisition, management and shipment of samples for training, outreach and quality control activities.
- Technical assistance for administrative support to IOC staff.
- International ring tests for the validation of methods of analysis and statistical processing of their results.

FIRST HALF OF 2026:

- Preparation of samples and submission of the annual international collaborative trial for monitoring the competence of physico-chemical analysis laboratories and statistical processing of their results.
- Preparation of samples and submission of the two annual international collaborative trials and statistical processing of their results for the recognition of sensory analysis laboratories
- Sending of the double set of samples within the sensory analysis laboratory training programme.

SECOND HALF OF 2026:

- Drafting and submission of the report on the results of the annual international collaborative trial for the control of the competence of physico-chemical analysis laboratories for IOC recognition.

- Drafting and submission of a report on the results of the two annual international collaborative trials to monitor the competence of sensory analysis laboratories for IOC recognition.
- Sending of samples within the training and capacity-building programme: additional set for sensory analysis and control samples for physico-chemical analysis.
- Collaboration in the organisation of an annual workshop.
- Preparation of samples with certified reference values.

11. Control Panel

The main milestones of the process will be monitored electronically using the following CONTROL TABLE

Milestone	Date and time (CET)
Publication of the tender	10/10/2025 14:00
Deadline for receipt of tenders	10/11/2025 23:00
Date of opening of the administrative offer (*)	25/11/2025 10:00
Date of opening of the technical offer	25/11/2025 10:00
Date of opening of the financial offer	02/12/2025 10:00

(*) Interested tenderers will receive a link to join the opening meeting via videoconference.

12. Exclusion Criteria

Tenderers will be excluded from participating in an award procedure if:

- Are in insolvency, bankruptcy, or liquidation proceedings, are subject to insolvency or judicial administration, have entered into an arrangement with creditors, have suspended their business activities, are the subject of proceedings relating to any of these matters, or are in any other similar situation arising from a comparable procedure under national law or regulations;
- Have been convicted by a final judgment (res judicata) of an offence concerning their professional conduct;
- Have been found guilty of grave professional misconduct established by any means which the contracting authority can justify;
- Have failed to fulfil their obligations relating to the payment of social security

contributions or of taxes of any kind;

e) Have been convicted by a final judgment (res judicata) for fraud, corruption, participation in a criminal organisation, or any other illegal activity;

f) In connection with another procurement procedure, have been found guilty of serious and culpable breach of their contractual obligations.

13. Selection Criteria

These criteria will enable an assessment to be made of whether the tenderer has the technical, professional, financial and economic capacity to perform the contract.

All tenderers must be able to demonstrate that they meet the technical and economic capacity selection criteria.

Proof of both technical and economic capacity will be an essential condition for signing the corresponding contract.

The selection criteria to be applied in this tender are listed below:

13.1 Technical and economic capacity

Tenderers must demonstrate at least three (3) years of proven experience in organising collaborative trials for laboratories conducting physico-chemical and sensory analysis of olive oils.

Tenderers must hold UNE-EN ISO/IEC 17043 certification: In order to carry out this work, it is essential to have an entity duly accredited as a Provider of Intercomparison Programmes in physico-chemical and organoleptic analyses, in accordance with the criteria established in the UNE-EN ISO/IEC 17043 standard, which guarantees the technical competence and reliability of the services provided.

13.2 Financial capacity

Participants must be able to prove minimum solvency consisting of a turnover during the three years prior to the execution of the contract of 1.5 times the estimated total amount of the contract.

14. Award Criteria

The evaluation of tenders shall be carried out on the sole criterion of the most economically advantageous tender.

The following evaluation formula will be applied:

$$Pi = \left(\frac{P_{min}}{P_i} \right) \times 40$$

Where:

- P_i : score awarded to the financial tender of tenderer i .
- P_{min} : lowest price offered among all admissible tenders.
- P_i : price offered by tenderer i .