LIST OF FORMS

Document annexed to the invitation to tender

LIST OF FORMS TO BE COMPLETED

(A) TENDERER IDENTIFICATION FORM

(B) LEGAL ENTITY FORM

(C) FINANCIAL IDENTIFICATION FORM

(D) EXCLUSION CRITERIA FORM

(E) CONFLICT OF INTEREST AND TRUTHFULNESS OF DECLARATIONS FORM

NB: In the case of a consortium or subcontracting arrangement, the information requirement under the Tenderer Identification Form (A) and Legal Entity Form (B) APPLIES to ALL “service providers” named in the tender or who may be proposed for engagement during the term of the envisaged contract.

In subcontracting cases, the information in the Financial Identification Form (C) must be completed ONLY by the “main contractor”.

PART A: Tenderer Identification Form

Please complete the information below.

1. Name / Registered name of tenderer: _____

2. Legal status of tenderer: _____

3. Address of tenderer: _____

4. Person(s) duly authorised to sign contracts on behalf of the tenderer:

(a) SURNAME and first name: _____

(b) POSITION / FUNCTION (Director, etc.): _____

(c) COPY of identity card or passport showing the signature: _____

(d) DOCUMENTARY EVIDENCE OF AUTHORISATION to sign contracts on behalf of the tenderer: _____

5. Contact person for this invitation to tender:

(a) SURNAME and first name: _____

(b) Position/function (Director, etc.): _____

(c) Direct telephone number: _____

(d) Direct email address: _____

(e) Postal address: _____

PART B: Legal Entity Form

Please submit one of the attached identification forms according to the type of “service provider” represented by the tenderer:

– a natural person; or

– a private legal entity; or

– a public entity.

The successful tenderer must provide the documentation necessary to enter the corresponding details in the central third-party register before the Executive Secretariat can enter into commitments on behalf of the IOC.

NATURAL PERSON

This information will be stored in the Executive Secretariat's accounting records for use in payment procedures. Executive Secretariat staff involved in these procedures may consult it for this purpose.

Title: _____

First name: _____

Surname(s): _____

Address: _____

Postcode: _____

PO Box: _____

Town / City: _____

Country: _____

VAT / Tax number: _____

Identity document number OR passport number: _____

Date of birth (DD/MM/YYYY): _____

Place of birth: _____

Country of birth: _____

Telephone: _____

Fax: _____

Email: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TOGETHER WITH A LEGIBLE PHOTOCOPY OF A VALID IDENTITY DOCUMENT OR PASSPORT.

Date and signature: _____

PRIVATE LEGAL ENTITIES

Type of company: _____

NGO: ☐ Yes ☐ No (Non-governmental organisation)

Registered name: _____

Registered office: _____

Postcode: _____

PO Box: _____

City: _____

Country: _____

VAT / Tax number: _____

Place of registration: _____

Date of registration (DD/MM/YYYY): _____

Registration number: _____

Telephone: _____

Fax: _____

Email: _____

Contact person: _____

THIS FORM MUST BE COMPLETED AND SUBMITTED TOGETHER WITH:

* A copy of the public deed registered in the relevant Commercial Register, or a certificate from the Commercial Register or relevant register, showing the name and address of the contractor and the registration number assigned by the national authorities.

* A copy of the tax identification card (CIF) or VAT/tax registration document, where applicable, unless the VAT/tax number appears in the official document referred to above.

Date and signature: _____

PUBLIC ENTITIES

Type of entity: _____

NGO: ☐ Yes ☐ No (Non-governmental organisation)

Name(s): _____

Postcode: _____

PO Box: _____

City: _____

Country: _____

VAT / Tax number: _____

Place of registration: _____

Date of registration (DD/MM/YYYY): _____

Registration number: _____

Telephone: _____

Fax: _____

Email: _____

Contact person: _____

This Legal Entity Form must be completed and submitted together with:

A copy of the resolution, law, decision or decree establishing the entity; or, failing that, any other official document attesting to the establishment of the entity.

Date: _____

Stamp: _____

Name and position of representative: _____

Signature: _____

PART C: Financial Identification Form

The principles and requirements for completing the third-party financial identification form are as follows:

1. Before payments can be made, the bank details of the beneficiary/current-account holder must be entered in the central third-party record.

2. The only supporting documents accepted for validating a third-party record are official documents issued by the beneficiary's bank (bank account identification document, such as a RIB – relevé d'identité bancaire, etc.).

3. These documents may be submitted in paper or electronic form.

4. The successful tenderer must provide the documentation necessary to enter the details in the central third-party record before the Executive Secretariat can enter into commitments on behalf of the IOC.

The Financial Identification Form must be completed for a bank account opened in the country in which the tenderer is domiciled, and must be:

– stamped and signed by a representative of the tenderer's bank; and

– countersigned by the account holder, acting on behalf of the contractor [1].

[1] The declared account holder must be a person duly authorised to act legally on behalf of the contractor in financial matters relating to this contract.

FINANCIAL IDENTIFICATION FORM

This information will be stored in the IOC's accounting records for use in payment procedures. IOC staff carrying out those procedures may consult it for this purpose.

ACCOUNT HOLDER

Name: _____

Address: _____

Town / City: _____

Postcode: _____

Country: _____

VAT number: _____

Contact person: _____

Telephone: _____

Fax: _____

Email: _____

BANK

Name of bank: _____

Branch address: _____

Town / City: _____

Postcode: _____

SWIFT / BIC code: _____

IBAN: _____

Comments: _____

BANK STAMP + SIGNATURE OF BANK REPRESENTATIVE (both mandatory): _____

DATE + SIGNATURE OF ACCOUNT HOLDER (mandatory): _____

PART D: Exclusion Criteria Form

The undersigned:

[name of “service provider” or subcontractor]

Registered office: [insert address]

Commercial Register or relevant register identification number: [insert number]

Tax identification number: [insert number]

Name of the person signing this form (representative legally authorised to represent the “service provider” or subcontractor in dealings with third parties): _____

Declares on their honour that the organisation they represent:

(a) is not insolvent, bankrupt or being wound up, is not under receivership or judicial administration, has not entered into an arrangement with creditors, has not suspended its business activities, is not the subject of proceedings concerning any of these matters and is not in any analogous situation arising from a similar procedure provided for under national laws or regulations;

(b) has not been convicted of any offence concerning professional conduct by a judgment having the force of res judicata;

(c) has not been found guilty of grave professional misconduct proven by any means that the contracting authorities can justify;

(d) has fulfilled its obligations relating to the payment of social security contributions and taxes in accordance with the legal provisions of the country in which it is established, the country of the contracting authority or the country where the contract is performed;

(e) has not been the subject of any judgment having the force of res judicata for fraud, corruption, participation in a criminal organisation or any other illegal activity detrimental to the interests of the International Olive Council;

(f) has not been subject to an administrative penalty for misrepresenting the information required by a contracting authority in order to participate in a procurement procedure, for failing to provide certain information or for serious breach of its obligations under a contract;

(g) if awarded the contract, and at the request of the International Olive Council, will provide evidence that it is not in any of the situations described in points (a), (b), (d) and (e) above.

For the situations described in (a), (b) and (e), a criminal record certificate or extract from judicial records must be submitted or, failing that, a recent equivalent document issued by a judicial or administrative authority in the country of origin or provenance demonstrating compliance with these requirements. Where the tenderer is a legal entity and the national law of the country in which it is established does not allow such documents to be issued for legal entities, the

documents required for natural persons must be provided for company directors or any person with powers of representation, decision-making or control in relation to the tenderer.

For the situation described in point (d) above, recent certificates or letters issued by the competent authorities of the State concerned must be submitted. These documents must demonstrate that the tenderer is up to date with all applicable taxes and social security contributions, including, in particular, VAT, income tax (for natural persons only), corporation tax (for legal entities only) and social security contributions.

For any of the situations (a), (b), (d) or (e) in which none of the documents described in the preceding two paragraphs is issued in the country concerned, the document may be replaced by a sworn declaration or, failing that, a solemn declaration made by the person concerned before a judicial or administrative authority, a notary or a qualified professional body in their country of origin or provenance.

By signing this form, the undersigned acknowledges awareness of the administrative and financial consequences applicable if any of the declarations or information provided prove to be false.

Signature [full name]: _____ Date: _____

PART E: Conflict of Interest and Truthfulness of Declarations

The undersigned:

[name of “service provider” or subcontractor]

Registered office: [insert address]

Registration number: [insert number]

Tax identification number: [insert number]

Name of the person signing this form (representative legally authorised to represent the tenderer in dealings with third parties): _____

Declares on their honour that the organisation they represent:

Has no conflict of interest in relation to the contract which is the subject of the invitation to tender. A conflict of interest may arise, in particular, from economic interests, political or national affinities, family or emotional ties or any other relevant relationship or shared interest;

Will inform the International Olive Council without delay of any situation constituting or likely to give rise to a conflict of interest;

Has not made and will not make any offer of any kind from which an advantage could arise in connection with the contract;

Has not granted and will not grant, has not sought and will not seek, has not attempted and will not attempt to obtain – and has not accepted and will not accept – any financial or other advantage, for or from any party, constituting an illegal practice or involving corruption, directly or indirectly, as an inducement or reward in connection with the award of the contract;

Has provided accurate, truthful and complete information to the International Olive Council in the context of this invitation to tender.

By signing this form, the undersigned acknowledges awareness of the legal consequences if any of the declarations or information provided prove to be false or inaccurate.

Signature [full name]: _____ Date: _____