INTERNATIONAL OLIVE COUNCIL SINGLE DOCUMENT

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

Publication information

For procurement procedures for which a call for tenders has been published on the website of the International Olive Council (IOC).

Notice number: CO/2026-14

Publication URL: https://documents.internationaloliveoil.org/rw/Q08yMDI2MTQ=

Identity of the contracting authority

Official name: International Olive Council (IOC)

Country: Spain

Information on the procurement procedure

Type of procedure: Open

Title: Procurement of external translation and revision services between English, French, Spanish and Italian (Lot 1), and between ARABIC and each of the other four official IOC languages, in both directions (lot 2).

Brief description: This procedure aims to procure external translation and revision services for the Executive Secretariat of the International Olive Council (IOC), covering translations between English, French, Spanish and Italian (Lot 1), and translations to and from Arabic involving each of these four languages (Lot 2).

Reference number assigned to the file by the contracting authority (where applicable):

_____

Part II: Information concerning the economic operator

A. Information concerning the economic operator

Full name: _____

Street and number: _____

Postcode: _____

City: _____

Country: _____

Internet address (website), where applicable: _____

Email address: _____

Telephone: _____

Contact person(s): _____

VAT number, where applicable: _____

If no VAT number is available, provide another national identification number, if required and applicable: _____

Is the economic operator a microenterprise, small enterprise or medium-sized enterprise?

☐ Yes ☐ No

Where applicable, is the economic operator registered on an official list of approved economic operators or does it hold an equivalent certificate (for example, under a national (pre-)qualification system)?

☐ Yes ☐ No

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

☐ Yes ☐ No

Specify whether the relevant documentation is available in electronic form: _____

Is the economic operator participating in the procurement procedure jointly with others?

☐ Yes ☐ No

Where applicable, specify the lot(s) for which the economic operator wishes to submit a tender: _____

B. Information concerning representatives of the economic operator

Where applicable, provide the name and address of the person(s) authorised to represent the economic operator for the purposes of this procurement procedure:

First name: _____

Surname: _____

Date of birth: _____

Place of birth: _____

Street and number: _____

Postcode: _____

City: _____

Country: _____

Email address: _____

Telephone: _____

Position / Acting in the capacity of: _____

Where applicable, provide detailed information concerning the representation (form, scope, purpose, etc.): _____

C. Information concerning reliance on the capacities of other entities

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

☐ Yes ☐ No

D. Information concerning subcontractors on whose capacities the economic operator does not rely

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

☐ Yes ☐ No

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

Part III: Grounds for exclusion

A. Grounds relating to criminal convictions

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

(a) Tenderers are subject to bankruptcy, winding-up, judicial administration or arrangements with creditors, have ceased trading, or are in any similar situation arising from proceedings of the same nature under national laws and regulations.

Is the economic operator in any of the above situations?

☐ Yes ☐ No

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

☐ Yes ☐ No

(b) Has the tenderer been convicted of an offence concerning professional conduct by a judgment having the force of res judicata?

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

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

☐ Yes ☐ No

(d) The tenderer has failed to fulfil obligations relating to the payment of social security contributions or taxes in accordance with the legal provisions of the country in which it is established, the country of the contracting authority or the country in which the contract is to be performed.

Is the economic operator in any of the above situations?

☐ Yes ☐ No

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

☐ Yes ☐ No

(e) Has the tenderer been the subject of a judgment having the force of res judicata for fraud, corruption, participation in a criminal organisation or any other illegal activity detrimental to the financial interests of the IOC?

☐ Yes ☐ No

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

☐ Yes ☐ No

(f) Has the tenderer been declared, following another procurement procedure, to be in serious breach of contract for failing to fulfil its contractual obligations?

☐ Yes ☐ No

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

☐ Yes ☐ No

B. Grounds relating to conflicts of interest or false declarations

Article 75(2) of the Financial Regulations establishes the following grounds for exclusion:

(a) Is the tenderer subject to a conflict of interest arising from its participation in the procurement procedure?

☐ Yes ☐ No

(b) Has the tenderer been in either of the following situations?

(a) Having made false statements in supplying the information required to verify the absence of grounds for exclusion or compliance with the selection criteria; and

(b) Having been unable to provide, without delay, the supporting documents required by the contracting authority.

☐ Yes ☐ No

Part IV: Selection criteria

General indication concerning 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 for limiting the number of candidates: _____

Where specific certificates or other forms of documentary evidence are required, indicate for each whether the economic operator possesses the required documents: _____

If any of these certificates or documentary evidence are available electronically, indicate this for each:

☐ Yes ☐ No

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

☐ Yes ☐ No

Part VI: Final declarations

The undersigned formally declare that the information provided in Parts II to V above is accurate and correct, and that it has been provided with full knowledge of the consequences of making a serious false declaration.

The undersigned hereby formally declare that they are able to provide, upon request and without delay, the certificates and other supporting documents referred to, except in the following cases:

(a) The contracting authority can obtain the supporting documentation directly by accessing a national database of any Member State that is available free of charge. This is conditional upon the economic operator having provided the necessary information (website address, issuing authority or body, precise reference to the documentation) enabling the contracting authority or contracting entity to do so. Where necessary, this information must be accompanied by the corresponding consent for such access.

(b) The supporting documents have already been submitted by the economic operator for another procurement procedure, provided that they were issued no more than one year earlier and remain valid on the date on which the contracting authority requests them.

The undersigned formally consent to the International Olive Council accessing the supporting documents for the information provided in [specify the relevant Part(s)/Section(s)/item(s)] of this document for the purposes of [specify the procurement procedure: brief description, publication reference, reference number].

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

Date: _____

Place: _____

Signature: _____