

CALL FOR TENDER COMPANY CAR FOR THE GOETHE-INSTITUT IN SYDNEY

The Goethe-Institut is the globally-operating cultural institute of the Federal Republic of Germany. It promotes German language skills abroad and fosters international cultural cooperation. In addition, it conveys a comprehensive picture of Germany by providing information about its cultural, social and political life.

1. Object of the call for tenders:

Provision of a service vehicle and ensuring maintenance of the vehicle for the Goethe-Institut Sydney, 90 Ocean Street, Woollahra, NSW2025.

Scope of supply

- Supply of a 5-door passenger car
- Seats for 8-9 people
- Features as per specifications for tender
- The opportunity to test-drive the car prior to award of contract must be provided
- Ensure suitable garage for the sold vehicle within a radius of 15km from the principal
- Delivery and fitting of spare parts in the mentioned workshop within two weeks. In case of delay, a replacement car must be provided free of charge.
- The first two inspections and oil changes at the mentioned workshop are free of charge

Eligibility criteria

- Availability AEST 9:00 a.m. to 5:00 p.m.
- At least one permanent contact person at the dealership and one permanent contact person at the mentioned workshop

For further requirements regarding service and supplier, please refer to the appendix.

2. Deadline for submission of tenders:

If you are interested, please send us your **tender** by

10.07.2020

via regular mail in a closed envelope in English to

GOETHE-INSTITUT

Attn: Ulrike Celik

Ref: TENDER COMPANY CAR FOR THE GOETHE-INSTITUT SYDNEY

90 Ocean Street

Woollahra NSW 2025

This period is cut-off period. Documents received after this date cannot be taken into consideration unless the tenderer can provide evidence that they are not responsible for the delay.

- It is anticipated that the principal will decide on the award of tender by 31st of July, 2020. The successful tenderer will be notified within 2 working days.
- Due to the current temporary freeze of all capital spending for our organisation, the Goethe-Institut will not be able at this point to specify the estimated date when the Goethe-Institut will sign the purchasing contract. Tenderers should consider this item and make allowance for the binding date of the quote.

3. Documents Required for Submission:

Variant bids are not admissible.

The tender must be drawn up and completed according to the following outline, and must only comprise the documents specified below.

- Generic cover letter, including the date.
Apart from the subject line, greeting and signature, the letter must contain nothing but the following sentence:
“Please find the documents required for our tender enclosed as annexes to the agreement which is also the object of our tender.”
- Tender proposal, including comments to each item of the tender specifications, in particular with regard to the specified award criteria relevant for decision-making.
- Provision of at least two references as evidence of similar commissions in the last 3 calendar years.
- The tender must be complete and contain the price and all other required information and declarations. Incomplete tenders (including the absence of any requested declarations) may lead to exclusion.
- Amendment to, Correction and Withdrawal of Tenders

- Subsequent amendments to or corrections of the final tenders are only permitted until the expiration of the deadline for tender. The amendments or corrections must be identified as such and must be submitted in the same form as the tender itself and including the note 'Addendum' or by exchanging the tender on the award portal.
- Tenders can be withdrawn in writing until the expiration of the deadline for tender.

Tendering procedure

The principal will review the final tenders received and evaluate them based on the specified award criteria and the weighting assigned to them.

Price (35%)

- Best price

Quality (30%)

- Comfortable upholstered seats that promote a healthy sitting posture
- Simple and intuitive control panel
- Eco-friendly and recyclable materials (e.g. seats)
- High-quality workmanship of the material
- Safety (20%)
- Number of airbags installed
- Safety tests such as ANCAP, ADAC (German Automobile Association) etc. ...

Customer Service (15%)

- Fast and reliable telephone contact
- Local or nearby support in case of problems or questions

The contract will be awarded to the most economical tender.

The decision regarding the award will be communicated in writing, via fax or electronic means within the period for the award.

By awarding the contract, the principal is accepting the final tender submitted by the tenderer. The contract will be entered into based on the terms and conditions set out in the invitation to tender. This applies notwithstanding any subsequent written undertaking; the separate signature of the contractual parties on the contractual deed has declaratory character.

Other

The documents, samples, etc. sent to the principal as part of the award of the contract will not be returned and, unless otherwise agreed, will become the property of the principal without entitlement to compensation.

Please note that only the requested documents will be taken into consideration and that any other additional documents are not welcome.

There is no reimbursement for costs of participation and compilation of the documents.

4. Contact

If you have any questions, please contact:

Ulrike Celik, ulrike.celik@goethe.de or David Allman, david.allman@goethe.de

Goethe-Institut Sydney, 90 Ocean Street, Woollahra, NSW 2025

Encls:

- Eligibility criteria
- Specifications for tender
- Award criteria