



Address of the contracting entity:

Goethe-Institut Irland
37 Merrion Square
Dublin 2
D02 XK52
Ireland

Processor: **Reinhild Bock**

Phone: +35316801130

Area: **Administration**

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**Invitation to tender (German Regulation on Sub-Threshold Procurement - UVgO)
in the context of a public invitation to tender**

Tender for gas and energy supplier 2026

Dear Sir/Madam,

Goethe-Institut e. V.
Oskar-von-Miller-Ring 18
80333 München

Thank you for your interest in the present call for tenders.

We are writing to invite you to submit a tender. Please find enclosed the necessary general information, conditions and forms. The following Tender Conditions apply.

Yours sincerely,

Reinhild Bock
Administration

Appendices:

- Appendix A: Service specifications
- Appendix B.2 Basic information about the company
- Appendix B.5 Declaration pertaining to the non-existence of grounds for exclusion
- Appendix C: Price sheet
- Appendix D: Evaluation matrix
- Appendix H: Information pursuant to Art. 13 and Art. 14 GDPR

Application conditions

I. Subject of the invitation to tender

Goethe-Institut Irland requires gas and electricity for heating, hot water production, and to operate the facilities and equipment at the institute.

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A detailed description of the required service can be found in Appendix A "Terms of reference".

This letter is intended to be kept by the applicant/tenderer; please do not return it with the tender



II. Basic provisions

The awarding authority shall proceed in accordance with the provisions of Part 4 of the Act against Restraints of Competition (GWB) and the German Regulation on Sub-Threshold Procurement (UVgO). In addition, the following award provisions and explanations shall apply to the bidder.

The tender documents may only be used within the scope of this invitation to tender. Any publication and forwarding to third parties (including extracts) is not permitted without the express authorisation of the contracting authority.

Supplementary or corrective information on the invitation to tender will be communicated to all bidders electronically.

III. Information and conditions for the preparation of the tender

1. Form of the tender

The tender – including the Appendixes to be submitted – must be drawn up in German or English.

The prices in the tender must be quoted in Euros exclusive of VAT. The contract shall be awarded and the payments made in Euros.

Manufacturing, business or trade secrets must be indicated accordingly in the bidding documents.

Any amendments and addenda made by the bidder to its entries must be beyond any doubt. Amendments and addenda to the procurement documents and the Appendixes to be submitted shall not be permitted and shall lead to exclusion.

The tender, including the Appendixes to be submitted, should only be filed in text form in accordance with Section 126b via Mail info-dublin@goethe.de.

For tenders submitted electronically, it is guaranteed that they will only be opened after the deadline for the submission of tenders has passed.

Tenders submitted by post or fax are not permitted.

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2. Deadlines

The complete tender must be received by



13.02.2026, 12:00:00 GMT

at info-dublin@goethe.de

This deadline is a cut-off deadline. Documents received late can no longer be considered unless the bidder can prove that he is not responsible for the delay.

The contracting authority is expected to decide on the awarding by 23.02.2026 and inform unsuccessful bidders. Bidders shall be bound by their tender until 2 months after receipt of offers.

3. Content and structure of the tender

The tender shall be made on the basis of the VOL/B, the pre-filled contract template (Appendix E) and the service specifications (Appendix A), which shall not be modified by the bidder. The contract shall be finalised after being awarded, taking into account the tender of the successful bidder. It does not need to be returned with the tender.

General terms and conditions or the bidder's own contractual terms, or amendments to the prevailing contractual terms, shall not be permitted. The inclusion of such terms may lead to the exclusion of the tender.

Alternative tenders shall not be permitted.

The tender must be compiled in full in accordance with the following structure, and must contain only the documents listed in the following table, which – with exception of the statement on the terms of reference – are attached to these Tender Conditions as samples.

Type of document	As an Appendix to these Tender Conditions	As an Appendix to the contract
Cover letter	B.1	
Basic information about the company	B.2	
Declaration pertaining to the non-existence of grounds for exclusion	B.5	
Price sheet completed by the bidder	Appendix C	Appendix 3
The bidder's statement on each point of the service specifications, in particular, with regard to the award criteria relevant to the decision.		



Order processing agreement, the sections marked in yellow must be completed and signed and submitted with the tender	Appendix F	Appendix 4
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As proof of suitability, the bidder must complete the samples enclosed in Appendix B to this letter. Disqualification criteria or minimum requirements must be identified as such. The term “disqualification criteria” means that the bidder shall be disqualified if it fails to meet the requirements.

The tender must be complete and contain the price and all other required information and declarations. **Incompleteness** of the tender (including the absence of individual required declarations) may lead to **the tender's exclusion**.

4. Amendment, correction and withdrawal of tenders

Subsequent amendments to or corrections of the tenders shall only be permissible until the deadline for submissions.

Tenders may be withdrawn in text form up to the deadline for the submission of tenders.

5. Tendering procedure

The contracting authority shall examine the tenders received and evaluate them on the basis of the specified award criteria and the weighting indicated.

The contract shall be awarded to the most cost-effective tender.

The decision pertaining to the awarding of contract shall be communicated electronically within the award period.

The awarding of the contract means that the tender submitted by the bidder is accepted by the entity that issued the invitation to tender. The contract shall be concluded under the conditions contained in the invitation to tender. This shall apply irrespective of any subsequent document-related stipulation; the separate signature of the contractual document by the parties shall be declaratory in nature.

A tender shall be regarded as unsuccessful if no contract is awarded by the end of the awarding period.

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6. Documents on suitability

The suitability of the bidders will be assessed on the basis of the information provided in Appendixes B.1 to B.5 and B.8 and on the basis of the following mandatory suitability criteria:



- Extract from the commercial register
- Certificates of renewable energy sources
- Current positive bank statement regarding the bidder's creditworthiness (no older than 3 months)
- Proof of public liability insurance,

7. Award criteria / determination of the most economically advantageous tender

The most economically advantageous tender from suitable bidders will be determined taking into account the following exclusion/evaluation criteria (evaluation on a scale of 0-10) with the specified weighting:

- Price with 70%
- Sustainable/renewable energy with 20%
- Customer service with 10%

The offer with the lowest price receives the full score of 10. All other offers are linearly interpolated in such a way that the ratio between the lowest price and the price offered is multiplied by the maximum achievable score (100); the following formula therefore applies:

The score achieved in the "Price" criterion is included in the overall score at 70%.

See appendices Valuation and price sheet.

8. Bidder questions

Bidder questions must be sent to the contracting authority exclusively electronically via email to info-dublin@goethe.de by no later than **23.01.2026, 12 noon GMT**.

The questions of all bidders and the answers of the contracting authority will be made available to all bidders in anonymised form by no later than **02.02.2026**.

The contracting authority will not provide information by telephone!

9. Duty to inform / reprimands of the bidders

If, in the bidder's opinion, the tender documents contain errors, inconsistencies and/or if, in the bidder's view, there is a breach of the regulations in the award procedure, the candidate/bidder must inform the awarding authority of this in writing by electronic means without delay and before submitting the bid.

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Such information and/or procedural complaints should be sent to the following address:



Goethe-Institut Irland
37 Merrion Square
Dublin 2
D02 XK52
Ireland

Email: info-dublin@goethe.de

10. Restrictive behaviour

Arrangements restricting competition (pursuant to Section 1 of the German Act against Restraints of Competition [GWB]) shall not be permitted, particularly arrangements or recommendations pertaining to

- mark-ups
- profit-sharing
- the prices to be demanded
- payment of compensation or indemnity payments and similar
- terms of payment or delivery or other contractual terms, insofar as they have a direct influence on the price, unless they are permissible by way of exception in the individual case in accordance with the GWB
- the submission or non-submission of tenders.

11. Miscellaneous

The documents, samples, etc. sent to the contracting authority in connection with the award of the contract shall not be returned and, unless otherwise agreed, shall become the property of the contracting authority without entitlement to remuneration.

Please note that only the requested documents will be considered and that additional documents are not welcome.

No costs will be reimbursed for participation and preparation of the documents.