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Public invitation to tender according to section 9 UVgO

Call for External Service Providers for Supporting different art forms Across Regions of Georgia | CRAFTS

Ladies and Gentlemen,

Thank you for your interest in this invitation to tender.

We hereby invite you to submit an offer. Enclosed you will find the necessary general information, conditions and forms. The following application conditions apply.

Yours sincerely

Creative Compass Georgia team

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

Attachments:

- Appendix A Terms of reference
- Appendix B 1 Offer cover letter
- Appendix B 2 Basic company information
- Appendix B 5 Self-declaration regarding the non-existence of exclusion criteria
- Appendix B.7 References
- Appendix B 8 Self-declaration of reference to Russia
- Appendix C Price sheet
- Appendix D Contract
- Appendix E Evaluation matrix
- Appendix F Data protection notice according to Art. 13 and Art. 14 GDPR

This letter is intended to remain with the bidder, please do not return it with the tender.

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Application conditions

I. Subject of the invitation to tender

The Goethe-Institut e.V. plans to outsource the implementation of services related to crafts, material-based artistic production and crafts exhibition services, to be delivered between July 2026 and July 2027. A detailed description of the required services can be found in Appendix A “Terms of Reference”.

II. Basic provisions

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 OFFER

The tender, including the appendixes to be submitted, must be written in English and must be submitted in PDF to the email address: creativecompass@goethe.de

An electronic signature is not required.

The offer must be provided (in net/without VAT) either in EUR for non-Georgian bidder or in GEL for Georgian-based bidders.

Please note that compressed/archived files and/or short links cannot be accepted.

Tenderers may submit an offer for one or more Lots; however, each Lot requires a separate submission and only one contract can be awarded by service provider.



2. DEADLINES

The complete offer must be submitted by

07.06.2026 till 23:59 (GET/GMT+4)

The submission of the offer via email - creativecompass@goethe.de must be completed by the deadline.

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.

Questions or requests for clarification to these terms can be sent to the contracting authority exclusively electronically to the same email address: creativecompass@goethe.de, **20.05.2026**, 23:59 (GET/GMT+4). Inquiries received after the deadline cannot be considered. The official responses will be provided by the contracting authority no later than **27.05.2026**. All submissions will undergo a thorough review by a dedicated jury, who will evaluate each offer based on the predefined criteria outlined in the Appendix E - Evaluation Matrix. Applicants might be contacted by the Goethe-Institut Georgien for further clarifications.

The contracting authority is expected to decide on the award of the contract by **20.06.2026** and inform any unsuccessful bidders. The contractor is bound to the offer until **30.07.2026**.

The offer must be complete and contain the price and all other required information and declarations. The incompleteness of the offer (including the absence of individual required declarations) can lead to exclusion.

3. CONTENTS/COMPONENTS OF THE TENDER

3.1 Overview and general information

The offer must contain the following documents



Table 1 - Documents to be submitted

Type of document	Document within the application conditions
Offer cover letter	B.1
Offer Written Concept (Maximum 4 A4 Pages): Appendix A - ToR - 3	Documents prepared independently by the bidder
Basic company information	B.2
Self-declaration regarding the non-existence of exclusion criteria	B.5
References	B.7
Self-declaration of reference to Russia	B.8
Price sheet	Appendix C
Official Registration Document for the bidder's country of registration	Documents prepared independently by the bidder
Current positive bank statement regarding the bidder's creditworthiness (not older than 3 months)	Documents prepared independently by the bidder

Failure to submit the listed tender components may lead to exclusion from the award procedure.

Please use the forms provided, if available.

Please note: Changes to the pre-formulated texts of the forms are not permitted.

Manufacturing, trade or business secrets must be labelled accordingly in the offer documents. In the case of documents in other languages (except English and German), translations into English or German must be enclosed.

3.2 Documents on Suitability and Eligibility Criteria



The suitability of the bidders will be assessed based on the information provided in the documents described in the table 1, and the Eligibility Criteria in point 3.3.

3.3 Eligibility Criteria

All eligibility criteria must be demonstrated through clear, objective, and verifiable documentation. Only bidders who successfully meet these requirements will be admitted to the next stage of the procurement procedure.

1. Type of entity:

- **Single service providers - legal entities registered in Georgia (outside Tbilisi) or an EU member state are eligible to apply:**

- ✓ CSO/NGO (Civil Society Organisation)
- ✓ Individual Entrepreneur (IE)
- ✓ LTD (Limited Liability Company)

2. Previous Experience:

- Proven track record or portfolio of implemented projects, initiatives, works in CCI sector.
- CVs for all team members, emphasising their roles, relevant skills, and experience in designing and implementing craft related or material based artistic activities. Minimum level of the professional experience of last three years.
- Record of experience community-based working in of the respective municipalities: Akhaltsikhe, Dusheti, Gori, Kaspi, Kobuleti, Kutaisi, Poti and Zugdidi.
- Proof of relevant experience, demonstrated through at least two of the following:
 - Portfolio or list of previous works in crafts field (with brief descriptions and links if available).
 - Photo or video documentation of completed productions, collections, workshops, or exhibitions.



- Programmes, brochures, or exhibition catalogues showing participation and role.
- Press reviews, media articles, or public documentation of previous artistic work.

3. Project Management & Coordination:

- Proven experience in managing interactive, multidisciplinary activities, approaches in local communities in the regions of Georgia.

Acceptable evidence may include:

- Portfolio of previous projects demonstrating similar work in Georgian regions.
- Reference letters or certificates from previous clients, partners, municipalities, cultural institutions, NGOs, or donor-funded projects.
- Project completion reports, impact assessments, or monitoring/evaluation summaries from earlier assignments.
- Contracts or memoranda of understanding verifying participation in or coordination of relevant regional/community-based initiatives.
- Links to publications, websites, or media coverage documenting interactive or multidisciplinary activities.

4. Human and technical capacity to design and deliver services

- Demonstrated human and technical capacity to design and manage logistics for required services.

Acceptable evidence may include:

- CVs of key team members, clearly indicating relevant experience and roles - Proven by links, documentation, or project materials.
- Organisational structure chart showing dedicated staff for logistics, coordination, and technical support.
- Descriptions of past logistics management assignments, including scale, number of participants, regions covered, and types of activities.



- Proof of access to necessary technical equipment, such as tools for craft production, transport options, mobile setup, or confirmed partnerships with artistic collaborators or venues.

3.4 Price Sheet – Appendix C

To ensure comparability and clarity, bidders must use the **Price Sheet (Appendix C)** when submitting their financial offer.

4. AMENDMENT, CORRECTION AND WITHDRAWAL OF OFFERS

Subsequent amendments or corrections to tenders are only permitted up to the expiry of the tender deadline. The amendments or corrections must be labelled as such and must be submitted on the email address - creativecompass@goethe.de

Offers can also be withdrawn until the end of the offer period.

5. RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Each company whose capacities the applicant wishes to utilise for the fulfilment of one or more suitability criteria **must also submit** the self-declaration of reference to Russia (Appendix B8).

6. TENDERING PROCEDURE

The selection process aims to ensure comprehensive realisation of the services for Supporting Different Art Forms Across Regions of Georgia | Focus on CRAFTS. Successful applicants will be those who demonstrate the necessary expertise, experience, and professional networks to implement the crafts, material based artistic activities described in the Terms of Reference.

The contracting authority will examine the tenders received and evaluate them based on the specified evaluation criteria and the weighting indicated.



The most economically advantageous tender from suitable bidders will be determined considering the following **evaluation criteria**:

- Quality and Relevance of the Proposed Concept / Creative Approach (20 points)
- Methodological Approach, Implementation Plan, and Deliverables (15 points)
- Team Composition, Role Allocation, and Assignment-Specific Experience (15 points)
- Understanding of the Project Context and Target Municipalities (10 points)
- Artistic Value, Creativity, and Innovation of the Proposal (10 points)
- Financial Offer (30 points)

Detailed information about the evaluation criteria can be found in Appendix E - Evaluation Criteria.

The contract shall be concluded under the conditions contained in the invitation to tender. This shall apply irrespective of any subsequent documentary stipulation; the separate signature of the contract document by the parties shall be declaratory in nature.

Applicants will be informed about the completion of the process.

7. 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.

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

Goethe-Institut Georgien,

Email: creativecompass@goethe.de

www.goethe.de

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8. PRACTICES RESTRICTING COMPETITION

Tenders from bidders who participate in an unauthorised restriction of competition in connection with this award procedure will be excluded.

A key feature of competitive tendering is the guarantee of secret competition between the participating bidders. Accordingly, it is inadmissible for a bidder to participate in a procurement procedure if it is aware, in whole or in part, of the bids, bid bases or bid calculations of the other bidders. If a bidder therefore not only submits its own bid but also bids for the award of the contract for the same service as a member of a bidding consortium, secret competition is no longer guaranteed. This leads to the mandatory exclusion of the bids concerned, unless it can be proven that a violation of the secrecy of competition due to the multiple participation is excluded.

9. MISCELLANEOUS

The payment structure for the services provided will follow a predefined scheme established at the contracting stage. Payments will be made in three instalments: 30% of the total amount will be paid upon signing the contract. The second instalment, amounting to 40% will be paid after the completion of - concept development & pre-production, and the remaining 30% will be paid only after the completion of all activities.

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.

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

Indicative timeframe for the “CRAFTS”

Stage	Description	Deadline	Estimated time (max.)
Call for Service Providers	Open call	May/June 2026	4 weeks



Evaluation of Applications	Review and evaluate applications.	June 2026	15 days
Contracting	Finalise the contract	June 2026	2 weeks
Orientation Meeting	Introduction to Creative Compass Team and the objectives of the Scope	June 2026	1 day
Implementation	Delivery of Services	July 2026 - July 2027	13 months