



Client's address:	
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Invitation to tender (UVgO) as part of the public tender

Accounting in accordance with Belgian national law

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

Dear Sir or Madam,

We would like to thank you for your interest in this tender.

We hereby invite you to submit a tender. Please find enclosed the necessary general information, terms and conditions, and forms. The following tender conditions apply.

Yours faithfully

Ana Ratón Ferro

Head of Finance, Goethe-Institut Brussels

Enclosures:

- Annex A: Specification of Services
- Annex B 1 Cover letter for the quotation
- Annex B 2 Basic information about the company
- Annex B 3 Joint Bidder Declaration
- Annex B 4 Declaration of Eligibility
- Annex B 5 Declaration of Absence of Grounds for Exclusion
- Annex B 6 Declaration of turnover from comparable services
- Annex B 7 Declaration of references
- Annex B 8 Suitability criteria
- Annex D Evaluation Matrix
- Annex C Price list
- Annex E Contract
- Annex H Information pursuant to Articles 13 and 14 of the GDPR
- Annex F Data Processing Agreement

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

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Tender Conditions

I. Subject of the Tender

The Goethe-Institut Brussels plans to the design, set-up and implementation of its accounting system in accordance with Belgian national law.

A detailed description of the required services can be found in Annex A 'Specification of Services'.

II. General Provisions

The contracting authority shall proceed in accordance with the provisions of Part 4 of the Act against Restraints of Competition (GWB) and in accordance with the funding regulations set out in the UVgO. This does not apply to Section 22, Section 28(1) sentence 3, Section 30, Section 38(2) to (4), Section 44 and Section 46 of the UVgO.

In addition, the following procurement provisions and explanatory notes apply to the tenderer.

The tender documents may only be used in connection with this tender. Any publication or disclosure to third parties (including in extract form) is not permitted without the express authorisation of the contracting authority.

Any supplementary or corrective information relating to the tender will be communicated to all tenderers in writing.

III. Guidelines and conditions for preparing the tender

1. Language of the Tender

The tender, including the required annexes, must be drawn up in German or English.

Prices in the tender must be quoted in euros, with the applicable taxes shown separately. The contract will be awarded and payments made in euros.

Manufacturing, operational or trade secrets must be clearly marked as such in the tender documents.

Any amendments or additions made by the tenderer to their submission must be unambiguous. Amendments or additions to the tender documents and the



supporting documents to be submitted are not permitted and will result in disqualification.

In the case of tenders submitted electronically, it is ensured that they will only be opened after the deadline for submission has expired.

Tenders must be submitted by email to the Goethe-Institut Brussels' tender mailbox: angebote-bruessel@goethe.de

2. Deadlines

The complete tender must be submitted by

31. August 2026, 23:59 CET

This is a strict deadline. Documents received after this time cannot be considered.

The contracting authority expects to decide on the award by **15. September 2026** and will inform unsuccessful tenderers. Tenderers are bound by their tenders until **30. September 2026**.

3. Content and structure of the tender

The tender must be based on the Specification of Requirements (Annex A), which must not be modified by the tenderer. The contract will be finalised following the award of the contract, taking into account the successful tenderer's tender. It does not need to be returned with the tender.

General terms and conditions, the tenderer's own contractual terms, or amendments to the contractual terms by the tenderers are not permitted. The inclusion of such terms may result in the tender being rejected.

Alternative bids are not permitted.

The tender must be compiled in full in accordance with the structure set out below and must contain only the documents listed in the table below, which, with the exception of the comments on the specifications, are attached to these tender conditions as templates.

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Type of document	As an annex to these tender conditions	As an annex to the contract
Specification of Services	A	1
Cover letter for the tender	B.1	
Basic company information	B.2	
Joint Bidder's Declaration	B.3	
Declaration of Eligibility	B.4	
Self-declaration regarding the absence of grounds for exclusion	B.5	
Declaration on Turnover from Comparable Services	B.6	
References	B.7	
Suitability criteria	B.8	
Price sheet completed by the tenderer	C	2
The tenderer's comments on each point of the specifications, in particular with regard to the award criteria relevant to the decision.	Please note the information in Annex D	
Duty to provide information	H	
Contract (in English only)	E	
AV Agreement	F	

To demonstrate their suitability, tenderers must complete the templates attached as Annexes B to this letter. Exclusion and minimum criteria are marked as such. Exclusion criteria mean that a tenderer will be excluded if they do not meet the requirements.

The tender must be complete and must include the price and all other required information and declarations. An **incomplete** tender (including the omission of any required declarations) may result in **exclusion**.

4. Consortia

Consortia must be named in Annex B.3; in particular, they must designate an authorised representative for the conclusion and performance of the contract and declare that, in the event of the contract being awarded, they shall be jointly and severally liable. Proof of the legally binding authorisation of the consortium's representative must be provided no later than upon submission of the tender. In the case of bidding consortia, the following declarations and evidence must be provided separately by each member: - Annex B.5: Declarations regarding the absence of grounds for exclusion

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The remaining requirements regarding capacity and expertise (economic and financial, technical and professional capacity) apply jointly to the capacities available collectively.

5. Borrowing of qualifications

In the case of reliance on the qualifications of a third party (= reliance on the technical competence or capacity of a subcontractor or other third party), the tenderer must submit a binding declaration of commitment from the relevant company stating that the necessary resources will be made available to it or that the third party will perform the service (Section 34(1) of the Public Procurement Regulations (UVgO)) as well as a declaration of joint liability on the part of the tenderer and the other company for the performance of the contract in accordance with the scope of the use of third-party expertise (Form Annex B.4.).

Any company whose capacities the tenderer intends to utilise to fulfil one or more eligibility criteria must also submit the following declarations (requirements for companies):

- Declarations in accordance with Annex B.5 (Declarations regarding the absence of grounds for exclusion).
- Evidence of the suitability of the company whose capacities the tenderer intends to utilise to meet one or more eligibility criteria, in relation to the eligibility criteria in accordance with the scope of the eligibility loan.

6 . Amendment, B correction and withdrawal of tenders

Subsequent amendments or corrections to tenders are only permitted until the deadline for submission of tenders. The amendments or corrections must be clearly marked as such and must be sent by replacing the tender and sending it to the email address angebote-bruessel@goethe.de

Bids may be withdrawn in writing until the deadline for submission has expired.

7. Procedure for the tendering process

The contracting authority will examine the tenders received and evaluate them on the basis of the specified award criteria and the weightings given to them.

The contract will be awarded to the most economically advantageous tender.

The decision on the award will be communicated in writing or electronically within the award period.



Upon award of the contract, the tender submitted by the tenderer shall be accepted by the contracting authority. The contract shall be concluded in accordance with the terms and conditions set out in the invitation to tender. This shall apply without prejudice to any subsequent formalisation; the separate signing of the contract document by the parties shall be of a declaratory nature.

A tender shall be deemed not to have been considered if no contract has been awarded by the expiry of the award deadline.

8. Assessment of suitability

The suitability of tenderers is assessed on the basis of the information provided in Annexes B.1 to B.8 and on the basis of the following mandatory suitability criteria:

- Extract from the commercial register
- Language skills (minimum B2): German and/or English
- Certificates: evidence of knowledge of IFRS
- Certificate: proof of knowledge of Belgian GAAP
- Current positive bank reference regarding the tenderer's creditworthiness (not older than 3 months)
- Proof of public liability insurance,

9. Award criteria / Determination of the most economically advantageous tender

The most economically advantageous tender from suitable tenderers will be determined by taking into account the following exclusion and evaluation criteria (, scored on a scale of 0-5), with the specified weightings:

- Price, weighted at 30%
- Quality, weighted at 30%
- Knowledge of the German Commercial Code (HGB), weighted at 10%
- Qualifications and experience of the contact person (30% weighting)

The tender with the lowest price receives the full score of 30. All other tenders are scored using linear interpolation, whereby the ratio between the lowest price and the price offered is multiplied by the maximum achievable score (30); the following formula therefore applies:

Lowest price / Tenderer's price × 30 = maximum achievable score.

The score achieved for the 'Price' criterion contributes 30% to the total score.

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10. Tenderers' enquiries

Questions regarding the award of the contract must be submitted to the contracting authority exclusively by email to angebote-bruessel@goethe.de, with the subject

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line **'Tenderer's enquiry: Accounting in accordance with Belgian national law'**, no later than 14 August 2026, 23:59 .

All tenderers' questions and the contracting authority's answers will be made available to all tenderers in anonymised form by 18 August 2026, 23:59 at the latest.

The contracting authority will not provide information by telephone!

11. Complaints by tenderers

If, in the tenderer's opinion, the tender documents contain errors or inconsistencies and/or if, in the tenderer's view, there has been a breach of the rules governing the tendering procedure, the tenderer must notify the contracting authority of this in writing by electronic means without delay and before submitting their tender.

Such notifications and/or procedural objections must be sent to the following address:

Email: angebote-bruessel@goethe.de

12. Anti-competitive conduct

Anti-competitive agreements aimed at restricting competition are not permitted, in particular agreements or recommendations regarding

- profit margins
- profit sharing
- the prices to be charged
- the payment of compensation for loss of business or settlement payments, etc.
- payment, delivery or other contractual terms, insofar as they directly or indirectly influence the price.
- Submission or non-submission of tenders.

13. Miscellaneous

Documents, samples, etc. sent to the client in connection with the award of the contract will not be returned and, unless otherwise agreed, shall become the property of the client without any entitlement to remuneration.

Please note that only the requested documents will be considered; any additional documents are not required.

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No reimbursement of costs will be made for participation or for the preparation of the documents.

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