



Address of the contracting entity:	
Goethe-Institut e.V. – Goethe-Institut Egypt	Processor: Head of Administration
	Phone: +202 33347884
5 El Bostan Street Bab El Louk Cairo, Egypt	Email: Yahia.Barakat@goethe.de

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

Local Medical Insurance in Egypt

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

Dear Sir/Madam

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
Head of Administration
Goethe-Institut Kairo

Appendixes:

- Appendix A: Terms of reference (appendix 1 to the contract)
- Appendix B.5 Declaration pertaining to the non-existence of grounds for exclusion
- Appendix C: Price sheet
- Appendix D : Evaluation matrix
- Appendix F. Data protection notice according to Art. 13 and Art. 14 GDPR

Application conditions

I. Subject of the invitation to tender

The Goethe-Institut e.V. intends to procure the services of a local medical insurance provider for its employees in Egypt.

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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

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II. Basic provisions

The awarding authority shall proceed in accordance with the provisions of Part 4 of the Competition Act (Gesetz gegen Wettbewerbsbeschränkungen - GWB) and the Lower Threshold Public Award Regulation (Unterschwellenvergabeordnung - 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 EGP exclusive of VAT. The contract shall be awarded and the payments made in EGP.

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

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

The tender, including the Appendixes to be submitted, must be filed in text form in accordance with Section 126b of the German Civil Code (Bürgerliches Gesetzbuch – BGB) via Mail to Cairo-Tender@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.

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Tenders submitted by post or fax are not permitted.



2. Deadlines

The complete tender must be received by

17.05.2026, 13:00 Cairo time.

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 31.05.2026 and inform unsuccessful bidders. Bidders shall be bound by their tender until 30.06.2026.

3. Content and structure of the tender

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.

The individual bullet points must be separated by a tab.

Type of document	As an Appendix to these Tender Conditions
Declaration pertaining to the non-existence of grounds for exclusion	B.5
Further documents required for the determination of the suitability (see section 8 below)	<i>(bidder's own document)</i>
Price sheet completed by the bidder	Appendix C
Dem Angebot ist eine vom Bieter erstellte Leistungsübersicht (TOB) beizufügen	<i>(bidder's own document)</i>

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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 are identified as



such. The terms “disqualification criteria” and “minimum requirements” mean that the bidder shall be disqualified if he 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**.

6. 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.

7. 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 economical advantageous tender.

Upon award of the contract, the tender submitted by the bidder is accepted by the contracting authority. The contract is concluded under the terms and conditions set out in the tender documents. This applies irrespective of any subsequent formal written execution; the separate signing of the contractual document by the parties shall be of a declaratory nature.

8. Documents on suitability

The suitability of the bidders will be assessed on the basis of the information provided in Appendix B.5 and on the basis of the following mandatory documents:

- Gültiger Handelsregisterauszug und Gültige steuerliche Registrierung
- Gültige Lizenz zur Ausübung der Tätigkeit als private Krankenversicherung in Ägypten (z. B. FRA)

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

The most economical advantageous tender from suitable bidders will be determined taking into account the following exclusion/evaluation criteria with the specified weighting:



• **Preis (70 %)**

- Jährlicher Gesamtpreis pro versichertem Mitarbeiter

Das günstigste Angebot erhält die volle Punktzahl (70 Punkte). Alle anderen Angebote werden im Verhältnis zum niedrigsten Preis bewertet.

• **Leistungsumfang (30 %)**

- Bewertet wird der angebotene Versicherungsumfang im Leistungskatalog.

Erfüllungsgrad Degree of fulfillment	Leistungspunkte (max. 30) Credits (max. 30)
Vollständig (90-100%) Complete (90-100%)	30
Teilweise (50%- 69%) Partial (50-69%)	15
Begrenzt (unter 50 %) Limited (less than 50%)	0

Die Zuschlagskriterien wurden festgelegt, um das wirtschaftlichste Angebot im Sinne eines angemessenen Verhältnisses von Preis und Leistung zu ermitteln

The evaluation of the tenders is set out in the appendices Evaluation Matrix and Price Sheet

10. Bidder questions

Bidder questions must be sent to the contracting authority exclusively electronically via Mail: Yahia.Barakat@goethe.de by no later than **14.05.2026, 12:00 noon Cairo time.**

The questions of all bidders and the answers of the contracting authority will be made available to all bidders in anonymized form by no later than **16.05.2026** on Mail.

The contracting authority will not provide information by telephone!

11. Complaints 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 Egypt

Email: Yahia.Barakat@goethe.de

12. Restrictive behaviour

Arrangements restricting competition (pursuant to Section 1 of the Competition Act (Gesetz gegen Wettbewerbsbeschränkungen – GWB)) shall not be permitted, in particular, 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.

13. 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.