



Address of the contracting entity:	
Goethe-Institut e.V. - Zentrale	Processor: Head of Administration
Goethe-Institut Egypt	Phone: +2 02 33347884
5 El Bostan Street	
Bab El Louk	Email: Yahia.Barakat@goethe.de
Cairo, Egyp	

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

Signing a maintenance contract for maintenance services

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 A1: Maintenance cards
Appendix B.3 Declaration of the bidding consortium
Appendix B.4 Self-declaration reliance on the capacities of other entities
Appendix B.5 Declaration pertaining to the non existence of grounds for exclusion
Appendix B.6: References
Appendix B.7 Site Survey Confirmation
Appendix C: Price sheet
Appendix D: Contract
Appendix E: Data protection notice according to Art. 13 and Art. 14

www.goethe.de

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

**GOETHE
INSTITUT**
Sprache, Kultur, Deutschland.



Application conditions

I. Subject of the invitation to tender

The Goethe-Institut e.V. plans to procure the conclusion of a contract with a qualified company for the provision of maintenance and servicing services.

The contract begins on 15.08.2026 and has a duration of two years.

A detailed description of the required service can be found in Appendix A "Terms of reference" (appendix 1 to the contract) and in the appendix A 1 "Maintenance Work Card" (appendix 2 to the contract)

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 (Unterschwelvenvergabeordnung - 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 English or Arabic

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.

www.goethe.de



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.

Tenders submitted by post or fax are not permitted.

2. Deadlines

The complete tender must be received by

20.07.2026, 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 29.07.2026 and inform unsuccessful bidders. Bidders shall be bound by their tender until **15.09.2026.**

3. Content and structure of the tender

The tender shall be made on the basis of the Procurement and Contract Procedures for Services (Allgemeine Vertragsbedingungen für die Ausführung von Leistungen, Teil B - VOL/B), the pre-filled contract (Appendix D) and the terms of reference (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.

www.goethe.de



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	As an Appendix to the contract
Declaration of the bidding consortium (if necessary)	B3	Appendix 3.1
Self-declaration reliance on the capacities of other entities (if necessary))	B4	Appendix 3.2
Declaration pertaining to the non-existence of grounds for exclusion	B.5	Appendix 3.3
References	B.6	Appendix 4
Site survey Confirmation	B.7	Appendix 7
Further documents required for the determination of the suitability (see section 8 below)	<i>(bidder's own document)</i>	Appendix 5
Price sheet completed by the bidder	Appendix C	Appendix 6

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**.

4. Bidding consortia

Bidding consortia must be named in Appendix B.3, must in particular designate an authorised representative for the conclusion and execution of the contract and must declare that they are jointly and severally liable in the event of an order being placed. The legally binding authorisation of the representative of the bidding consortium must be proven at the latest upon submission of the tender.

In the case of bidding consortia, the following declarations and evidence must be provided separately by each member:

- Appendix B.5 Self-declaration regarding the non-existence of exclusion criteria



The further requirements for capacity and expertise (economic and financial, technical and professional capacity) apply jointly to the jointly available capacities.

5. Reliance on the resources of other undertakings

In the event of reliance on the resources of other undertakings (in German: “Eignungsleihe”), the bidder must submit a binding declaration of commitment from the respective company that the funds will be available to it or that the third party will perform the service (Section 34 (1) of the Lower Threshold Public Award Regulation (Unterschwel­lenvergabeordnung – UvGO)), as well as a declaration of joint liability of the bidder and the other company for the performance of the contract in accordance with the scope of access to expertise (“Eignungsleihe”) – form Appendix B4.

Each company whose capacities the bidder wishes to utilise for the fulfilment of one or more suitability criteria must also submit the following declarations (requirements for companies):

- Declarations in accordance with Appendix B.5 (Declarations on the non-existence of grounds for exclusion).
- Proof of the suitability for the company whose capacities the bidder wishes to utilise for the fulfilment of one or more suitability criteria with regard to the suitability criteria in accordance with the scope of access to expertise (“Eignungsleihe”).

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.



7.a Site Survey (Property Inspection)

Participation in the site survey is **mandatory** and a prerequisite for submitting a bid.

- **Registration:** Interested companies must register no later than **01 July 2026, 12:00 (local time)** by email to  Yahia.Barakat@goethe.de
- **Scheduling:** The specific inspection date will be announced by email after the registration deadline. Once confirmed, the date is binding for both parties and cannot be rescheduled.
- **Confirmation:** Bidders must bring a printed copy of Annex B.7 “Confirmation of Site Survey” to the inspection. The completed and duly signed form must be attached to the bid submission.
- **Consequences of Non-Participation:** Failure to attend the site survey or to provide the signed confirmation will result—after possible unsuccessful follow-up—in exclusion of the bid due to incompleteness.

8. Documents on suitability

The suitability of the bidders will be assessed on the basis of the information provided in Appendixes B.3 to B.7 and on the basis of the following mandatory documents:

- Extract from the commercial register
- Extract from the tax register

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

The most economically advantageous tender from suitable bidders will be determined considering the following exclusion/evaluation criteria with the specified weighting:

- Price with 100% weighting

Evaluation will be based on the total price stated in the appendix C price sheet.

Evaluation Method:

Prices are evaluated using the linear interpolation method. The bid with the lowest price receives the full score. All other bids are evaluated in proportion to the lowest bid price.

Formula: $(\text{Lowest bid price} / \text{Bidder's bid price}) \times 100 = \text{Score}$

www.goethe.de



10. Bidder questions

Bidder questions must be sent to the contracting authority exclusively electronically via Mail: Yahia.Barakat@goethe.de by no later than **11.07.2026, 12 noon CET**.

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 **14.07.2026** 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 Kairo

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.



Page 8

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.

www.goethe.de

**GOETHE
INSTITUT**

Sprache, Kultur, Deutschland.



Terms of Reference / Scope of Work

Maintenance and Repair Services

The Goethe-Institut e.V. is the cultural institute of the Federal Republic of Germany, operating worldwide. Its goals are to promote knowledge of the German language abroad, foster international cultural cooperation, and convey a comprehensive image of Germany by providing information on cultural, social, and political life. The Goethe-Institut Cairo serves as the regional institute for the North Africa and Middle East region.

1. Subject of Services

The subject of this tender is the provision of maintenance, inspection, and repair services for the technical facilities and equipment at the properties of the Goethe-Institut Cairo (Bustan House, White Villa, Palm Courtyard). The contract term begins on 15.08.2026 and spans a duration of two years. The primary objective is to ensure the proper, safe, and as trouble-free as possible operation of all technical plants and systems.

The operational scope covers three properties—including language classrooms, a library, and event halls—which require regular maintenance in the following areas:

- Refrigeration Systems (in AHU)
- Building Automation / I&C Systems
- Wastewater, Water, Gas Systems
- Woodworking / Carpentry
- Elevators
- Interior and Exterior Facades incl. Floors
- Alarm Systems

2. Scope of Work

The required services include, in particular:

- Regular inspection and maintenance of technical facilities in accordance with manufacturer specifications.
- Execution of functional and safety checks.
- Identification of faults and their short-term rectification during ongoing operations.
- Execution of extensive repairs and replacement of defective components (upon prior coordination with the client).
- Ensuring the continuous operational readiness of the technical facilities.
- Seamless documentation of all performed actions, identified defects, and measures taken.

The specific maintenance tasks, inspection intervals, and technical requirements are detailed in the attached '**Appendix A1 Maintenance Work Cards**', which form a binding component of the services. Any deviations from the defined services must be clearly presented and justified within the offer.



4. Fault Management

The contractor is obligated to respond to occurring faults in compliance with the response times defined in the offer and to take immediate, appropriate measures to restore full operational readiness.

5. Personnel

The contractor shall provide qualified, specialized personnel and guarantee sufficient staffing availability.

6. Documentation

All services must be documented in a transparent and traceable manner. This documentation must be presented to the client on a regular basis.



Maintenance Work Cards (English Translation)

Work Card for KG 435 Refrigeration Systems (in AHU)

Performance code – Inspection and maintenance tasks

Intervals: monthly | 12-monthly | 24-monthly | as needed

1.0.0.0 Compressor

1.1.0.0 Reciprocating, screw, and turbo compressors

- 1.1.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 1.1.0.2 Check mounting and running noises (monthly)
- 1.1.0.3 Measure suction pressure (monthly)
- 1.1.0.4 Measure suction gas temperature before compression (monthly)
- 1.1.0.5 Measure discharge (final) pressure (monthly)
- 1.1.0.6 Measure discharge-end temperature at the discharge connection (monthly)
- 1.1.0.7 Check oil level at the sight glass (monthly)
- 1.1.0.8 Check oil for acid content (acid test) (monthly)
- 1.1.0.9 Change oil (as required)
- 1.1.0.10 Measure oil pressure (monthly)
- 1.1.0.11 Adjust oil pressure (12-monthly)
- 1.1.0.12 Measure oil temperature before and after the oil cooler (monthly)
- 1.1.0.13 Measure water temperature before and after the oil cooler (monthly)
- 1.1.0.14 Check oil separator function (monthly)
- 1.1.0.15 Measure current draw (monthly)

- 1.1.0.16 Drive elements: see item 6000
- 1.1.0.17 Check crankcase heater function (monthly)
- 1.1.0.18 Check starting unload function (monthly)
- 1.1.0.19 Check capacity control function (monthly)
- 1.1.0.20 Check shaft seal for leaks (monthly)
- 1.1.0.21 Check service valves (monthly)
- 1.1.0.22 Check bearing temperature of turbo compressor (monthly)
- 1.1.0.23 Clean externally (12-monthly)
- 1.1.0.24 Check for tightness/leaks (12-monthly)
- 1.1.0.25 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

2.0.0.0 Heat exchangers

2.2.0.0 Air-cooled condenser

- 2.2.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 2.2.0.2 Fan: see item 5100
- 2.2.0.3 Check damper control function (monthly)
- 2.2.0.4 Measure condensing temperature (monthly)
- 2.2.0.5 Measure air inlet temperature (monthly)
- 2.2.0.6 Clean fins on air side (12-monthly)
- 2.2.0.7 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

2.4.0.0 Evaporator (air/refrigerant)

- 2.4.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 2.4.0.2 Fan: see item 5100
- 2.4.0.3 Check damper control function (monthly)
- 2.4.0.4 Measure evaporation temperature at cooling outlet (monthly)
- 2.4.0.5 Measure air inlet and outlet temperature (monthly)

- 2.4.0.6 Check condensate drain function (monthly)
- 2.4.0.7 Check defrost and condensate drain heater function (monthly)
- 2.4.0.8 Clean condensate drain (12-monthly)
- 2.4.0.9 Clean fins on air side (12-monthly)
- 2.4.0.10 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

3.0.0.0 Plant components

3.1.0.0 Piping

- 3.1.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 3.1.0.2 Check insulation externally for damage (monthly)
- 3.1.0.3 Check mounting (monthly)
- 3.1.0.4 Check expansion joints externally for damage (monthly)
- 3.1.0.5 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000
- 3.1.0.6 Check filter drier for blockage (monthly)
- 3.1.0.7 Replace filter drier (12-monthly)
- 3.1.0.8 Check liquid condition in sight glass in liquid line (monthly)
- 3.1.0.9 Check moisture indicator for discoloration (monthly)
- 3.1.0.10 Check liquid level in receiver (monthly)

3.2.0.0 Valves and fittings

- 3.2.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 3.2.0.2 Check solenoid valve function (monthly)
- 3.2.0.3 Check injection devices function (monthly)
- 3.2.0.4 Adjust injection devices (12-monthly)
- 3.2.0.5 Check shut-off valves function (monthly)
- 3.2.0.6 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

3.3.0.0 I&C and safety devices

- 3.3.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 3.3.0.2 Check function (monthly)
- 3.3.0.3 Set to design data; document setpoints (12-monthly)
- 3.3.0.4 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

3.4.0.0 Measuring and indicating instruments

- 3.4.0.1 Check externally for dirt, damage, and corrosion (monthly)
- 3.4.0.6 Check refrigerant-carrying system components for leaks (monthly)
 - See also item 8000

4.1.2.0 Functional measures

- 4.1.2.9 Set blowdown quantity according to design data (12-monthly)
- 4.1.2.10 Check drain and overflow function (monthly)
- 4.1.2.11 Check dirt trap/strainer for contamination (monthly)
- 4.1.2.12 Clean dirt trap/strainer (12-monthly)
- 4.1.2.13 Check sump heater function (monthly)
- 4.1.2.14 Circulation pump: see item 7100
- 4.1.2.15 Check heat tracing function (monthly)
- 4.1.2.16 Check silencer function (monthly)
- 4.1.2.17 Clean (12-monthly)

5.0.0.0 Air conveying equipment

5.1.0.0 Fan

- 5.1.0.1 Check for dirt, damage, corrosion, and mounting (monthly)
- 5.1.0.2 Check impeller for imbalance (monthly)
- 5.1.0.3 Check airflow control device (blade pitch control) function (monthly)
- 5.1.0.4 Check bearings for noise (monthly)

- 5.1.0.5 Lubricate bearings (12-monthly)
- 5.1.0.6 Check flexible connection for tightness/leaks (monthly)
- 5.1.0.7 Check vibration dampers function (monthly)
- 5.1.0.8 Check protective devices function (monthly)
- 5.1.0.9 Check drainage function (monthly)
- 5.1.0.10 Drive elements: see item 6000
- 5.1.0.11 Clean (12-monthly)

6.0.0.0 Drive elements

6.1.0.0 Electric motors

- 6.1.0.1 Check for dirt, damage, corrosion, and mounting (monthly)
- 6.1.0.2 Check direction of rotation (monthly)
- 6.1.0.3 Check bearings for noise (monthly)
- 6.1.0.4 Lubricate bearings (12-monthly)
- 6.1.0.5 Check protective devices function (monthly)
- 6.1.0.6 Clean (12-monthly)

8.0.0.0 Leak checks for systems with fluorinated greenhouse gases

Reference: Regulation (EU) No. 517/2014

Transition period:

- Equipment containing less than 3 kg of fluorinated greenhouse gases, or hermetically sealed equipment that is appropriately labelled and contains less than 6 kg of fluorinated greenhouse gases, is not subject to leak checks until 31 Dec 2106.

8.2.0.0 Systems with leak detection system

- 8.2.0.1 Leak check (refrigerant) for charge 5 t to < 50 t CO₂-equivalent (12-monthly)
 - Exception: hermetically sealed systems with charge < 10 t CO₂-equivalent

- 8.2.0.2 Leak check (refrigerant) for charge 50 t to < 500 t CO₂-equivalent (12-monthly)
 - 8.2.0.3 Leak check (refrigerant) for charge ≥ 500 t CO₂-equivalent (12-monthly)
 - 8.2.0.4 Check leak detection system function (monthly)
-

Work Card for KG 480 Building Automation / I&C Systems

Intervals: yearly | every 2 years | as needed

1.0.0.0 Supply systems

- See work card KG 430, 473

2.0.0.0 Control cabinets, operator panels, controllers

2.1.0.0 Control cabinets / operator panels

- 2.1.0.1 Check correct installation and ambient conditions (yearly)
- 2.1.0.2 Check for dirt, damage, corrosion (yearly)
- 2.1.0.3 Check protective covers for completeness and secure fit (yearly)
- 2.1.0.4 Clean (as needed)
- 2.1.0.5 Check electrical/mechanical connections; tighten if necessary (yearly and every 2 years)
- 2.1.0.6 Check functional elements (e.g., operator and display devices) (yearly)
- 2.1.0.7 Set/adjust/tighten functional elements (yearly)
 - Not applicable for encapsulated components
- 2.1.0.8 Check visual and audible alarm devices (yearly)
- 2.1.0.9 Check fuses for secure seating (yearly)
 - See also item 3200
- 2.1.1.0 Check circuit breakers, contactors, relays for wear/damage (e.g., contact burn) (yearly)
 - Not applicable for encapsulated components

- 2.1.1.1 Check switching/control operations (e.g., frost protection function) (yearly)
- 2.1.1.2 Check safety devices (e.g., thermal trips); adjust and record if necessary (yearly and every 2 years)
 - See also item 3200
- 2.1.1.3 Check settings of cabinet components (e.g., time relays) (yearly)
- 2.1.1.4 Check manual/automatic/remote operation (yearly)
- 2.1.1.5 Adjust manual/automatic/remote operation (as needed)

2.2.0.0 Controllers

- 2.2.0.1 Check correct installation and ambient conditions (yearly)
- 2.2.0.2 Check for dirt, damage, corrosion (yearly)
- 2.2.0.3 Clean (as needed)
- 2.2.0.4 Check electrical/mechanical connections; tighten if necessary (yearly and every 2 years)
- 2.2.0.5 Check functional elements (e.g., operator/display devices) (yearly)
- 2.2.0.6 Set/adjust/tighten functional elements (yearly)
- 2.2.0.7 Check input signals (e.g., sensors, remote setpoints, reference variables) against setpoints (yearly)
- 2.2.0.8 Calibrate signals (yearly)
- 2.2.0.9 Check control function, control signal, and safety interlocks (yearly)
- 2.2.1.0 Adjust control function and control signals (as needed)

3.0.0.0 Sensors, safety and vessel monitoring devices

3.1.0.0 Electrical/electronic/pneumatic transmitters (e.g., temperature, pressure, humidity)

- 3.1.0.1 Check correct installation and ambient conditions (yearly)
- 3.1.0.2 Check for dirt, damage, corrosion (yearly)
- 3.1.0.3 Clean (as needed)
- 3.1.0.4 Check electrical/mechanical connections (yearly)

- 3.1.0.5 Measure physical variables at the measuring point and record (yearly)
- 3.1.0.6 Check electrical/electronic/pneumatic signals (yearly)
- 3.1.0.7 Readjust / regenerate (as needed)
- 3.1.0.8 Check recording instruments function (yearly)

4.0.0.0 Controllers, add-on modules, optimizers

4.1.0.0 Analog/digital, electrical/electronic, pneumatic controllers, modules, optimizers

- 4.1.0.1 Check correct installation and ambient conditions (yearly)
- 4.1.0.2 Check for dirt, damage, corrosion (yearly)
- 4.1.0.3 Check self-power supply (buffer battery, etc.) (yearly)
- 4.1.0.4 Clean (as needed)
- 4.1.0.5 Check electrical/mechanical connections; tighten/adjust if required (yearly and every 2 years)
- 4.1.0.6 Check functional elements (e.g., operating elements, clocks, displays) (yearly)
- 4.1.0.7 Set/adjust/tighten functional elements (yearly)
- 4.1.0.8 Check input signals (e.g., sensors, remote setpoints, reference variables) (yearly)
- 4.1.0.9 Calibrate signals (yearly)
- 4.1.1.0 Check controller/module/optimizer functions and control output signal (yearly)
- 4.1.1.1 Adjust controller/module/optimizer functions and output signal (as needed)
- 4.1.1.2 Check control loop/module/optimization function according to parameters, considering all auxiliary functions (yearly)
- 4.1.1.3 Correct/readjust control loop/module/optimization function according to parameters (as needed)
 - Adjust optimization functions to changed parameters if required

5.0.0.0 Actuators

5.1.0.0 Actuators (drives)

- 5.1.0.1 Check correct installation and ambient conditions (yearly)
- 5.1.0.2 Check for dirt, damage, corrosion (yearly)
- 5.1.0.3 Check external tightness/leaks (yearly)
- 5.1.0.4 Clean (as needed)
- 5.1.0.5 Check electrical/mechanical connections; tighten if necessary (yearly)
- 5.1.0.6 Check input signals and operating/control range (yearly)
- 5.1.0.7 Check safety position (yearly)
- 5.1.0.8 Check position/limit switches and end switches (yearly)
- 5.1.0.9 Readjust (as needed)

5.2.0.0 Final control elements (e.g., valves, cocks, dampers)

- 5.2.0.1 Check correct installation and ambient conditions (yearly)
- 5.2.0.2 Check for dirt, damage, corrosion (yearly)
- 5.2.0.3 Clean (as needed)
- 5.2.0.4 Check mechanical connections (yearly)
- 5.2.0.5 Check for leaks (yearly)
- 5.2.0.6 Check stuffing box (yearly)
- 5.2.0.7 Lubricate spindle (yearly)
- 5.2.0.8 Check function (yearly)
- 5.2.0.9 Adjust (as needed)
- 5.3.0.0 Final control elements (e.g., louvre dampers, medium air): see work card KG 430

6.0.0.0 Data transmission / I/O devices

6.1.0.0 Data transmission devices (e.g., modem, multiplexer, bus systems, etc.)

- 6.1.0.1 Clean (housing) (as needed)
- 6.1.0.2 Check ventilation (yearly)
- 6.1.0.3 Clean ventilation, clean/replace air filter (as needed)
- 6.1.0.4 Check functional elements (e.g., operator and display devices) (yearly)
- 6.1.0.5 Perform random online test (yearly)

7.1.5.0 Central units / sub-central units (additional)

- 7.1.5.1 Perform system check with restart (yearly)
- 7.1.5.2 Check program storage (yearly)
- 7.1.5.3 Check automatic time synchronization (if installed) (yearly)
- 7.1.5.4 Check automatic initialization after power return (yearly)
- 7.1.5.5 Check interfaces to peripheral devices (yearly)
- 7.1.5.6 Check dual or multi-computer operation (yearly)

7.1.7.0 Substations (additional)

- 7.1.7.1 Perform substation system check (yearly)
- 7.1.7.2 Check substation program storage (yearly)
- 7.1.7.3 Perform reset and boot process (yearly)
- 7.1.7.4 Check input signals (e.g., sensors, remote setpoints, reference variables) (yearly)
- 7.1.7.5 Calibrate signals (yearly)
- 7.1.7.6 Check controller/module/optimizer functions and control signals (yearly)
- 7.1.7.7 Adjust controller/module/optimizer functions and output signals (as needed)

8.0.0.0 Software

8.1.0.0 Software for central/sub-central/substation units (see items 2209, 4112, 6110, 7113)

- 8.1.0.1 Perform data backup (yearly)
 - 8.1.0.2 Store the most recently created program and data copies (yearly)
 - 8.1.0.3 Perform random online test (yearly) (see item 7114)
 - 8.1.0.4 Update and maintain system software (yearly) (see item 7156)
 - 8.1.0.5 Test application programs (yearly)
 - 8.1.0.6 Check remote data transmission (yearly)
 - 8.1.0.7 Check dual or multi-computer operation (yearly)
 - 8.1.0.8 Load the latest (current) program and data copies (as needed)
-

Work Card for KG 410 Wastewater, Water, Gas Systems

Intervals: monthly | 6-monthly | 12-monthly | 24-monthly | as needed

1.0.0 Drainage

1.1.0 Pipes and accessories (EN 12056, DIN 1986 Part 100)

- 1.1.1 Check for damage, external corrosion, and mounting (monthly)
- 1.1.2 Check for encrustation (at free outlet; visual inspection) (monthly)
- 1.1.3 Check for leaks (visual inspection) (monthly)
- 1.1.4 Check insulation for damage (monthly)

1.2.0 Drains (EN 1253)

- 1.2.1 Check for damage and external corrosion (monthly)
- 1.2.2 Check for contamination (monthly)
- 1.2.3 Clean to maintain function (monthly)
- 1.2.4 Check for leaks (visual inspection) (monthly)
- 1.2.5 Check water level (trap seal) (monthly)

1.3.0 Shut-off devices and backflow preventers (EN 12056, DIN 1986 Part 100, EN 13654)

- 1.3.1 Check for damage and external corrosion (monthly)
- 1.3.2 Clean backflow preventers to maintain function (monthly)
- 1.3.3 Check function (monthly)

- 1.3.4 Check for leaks (visual inspection) (monthly)
- 1.3.5 Drive elements and I&C technology: see item 800

1.4.0 Drainage pump

- See item 150

1.5.0 Lifting station and drainage pump

- 1.5.1 Check for contamination, damage, external corrosion (monthly)
- 1.5.2 Clean to maintain function (monthly)
- 1.5.3 Clean tank inside and check for corrosion (yearly)
- 1.5.4 Check function (yearly)
- 1.5.5 Check for leaks (yearly)
- 1.5.6 Drive elements and I&C technology: see item 800

1.8.0 Inspection/cleaning/collection manholes (EN 12056, DIN 1986 Part 100)

- 1.8.1 Check for damage and external corrosion (monthly)
- 1.8.2 Check for contamination (monthly)
- 1.8.3 Clean to maintain function, including disposal (monthly)
- 1.8.4 Check function (monthly)
- 1.8.5 Check for leaks (visual inspection) (monthly)

2.0.0 Drinking water supply (DIN 1988 Part 8)

2.1.0 Pipes and accessories

- 2.1.1 Check for damage, external corrosion, and mounting (monthly)
- 2.1.2 Check insulation for damage and completeness (monthly)
- 2.1.3 Check for leaks (visual inspection) (monthly)
- 2.1.4 Check pipe inspection sections for encrustation (monthly)
 - 1 year after commissioning, then upon changes in water quality
- 2.1.5 Check expansion joints for damage and mounting (monthly)

2.2.0 Shut-off, wall-mounted, and drain valves (DIN 1988 Part 8)

- 2.2.1 Check for damage and external corrosion (monthly)

- 2.2.2 Check function (monthly)
- 2.2.3 Check for leaks (visual inspection) (monthly)

2.3.0 Safety valves/fittings (DIN 1988 Part 8 Annex B)

- 2.3.1 Check for damage and external corrosion (monthly)
- 2.3.2 Check function (monthly)
- 2.3.3 Check for leaks (visual inspection) (monthly)
- 2.3.4 Check vacuum breakers, pipe separators, and pipe aerators for encrustation (monthly)

2.5.0 Pressure boosting, pressure reduction, pressure vessels (DIN 1988 Part 8)

- 2.5.1 Check for damage, external corrosion, and mounting (monthly)
- 2.5.2 Check pressure vessel for leaks (monthly)
- 2.5.3 Check shut-off devices and safety equipment function (24-monthly)
- 2.5.4 Check pressure maintenance and shut-off valve in expansion line (open position, securing) (monthly)
- 2.5.5 Check air cushion (monthly)
- 2.5.6 Build up air cushion (as needed)
- 2.5.7 Compressors: see VDMA 24186 Part 6 No. 6
- 2.5.8 Check pressure gauge for damage, indication, and function (monthly)
- 2.5.9 Check safety valve function (monthly)
- 2.5.10 Check delivery pump for damage, corrosion, mounting, noise, and leaks (monthly)
- 2.5.11 Check delivery pump function (monthly)
- 2.5.12 Check pressure controller function (monthly)
- 2.5.13 Check pressure regulating valve (bypass valve, pressure reducer) function (monthly)
- 2.5.14 Adjust pressure regulating valve (24-monthly)
- 2.5.15 Check backflow preventer function (monthly)

- 2.5.16 Check expansion vessel and connections for damage, corrosion, mounting, and leaks (monthly)
- 2.5.17 Drive elements and I&C technology: see item 800
- 2.5.18 External cleaning (12-monthly)

2.6.0 Measuring and metering devices

- 2.6.1 Check for damage, external corrosion, and indication (monthly)
- 2.6.2 Check function (monthly)
- 2.6.3 Check for leaks (monthly)

2.7.0 Filters

- 2.7.1 Check for damage and external corrosion (monthly)
- 2.7.2 Check for contamination (monthly)
- 2.7.3 Check function (monthly)
- 2.7.4 Replace filter insert (12-monthly and 24-monthly)
- 2.7.5 Backflush filter (6-monthly)
- 2.7.6 Check for leaks (monthly)

3.0.0 Fixtures

3.1.0 Wash basins, showers, baths, bidets

- 3.1.1 Check for contamination and damage (monthly)
- 3.1.2 Check mounting and leaks (monthly)
- 3.1.3 Check drain and overflow for external corrosion and function (monthly)
- 3.1.4 Clean drain and overflow to maintain function (12-monthly)

3.2.0 Fittings

- 3.2.1 Check for contamination, damage, and external corrosion (monthly)
- 3.2.2 Check mounting (monthly)
- 3.2.3 Check function (monthly)
- 3.2.4 Check for leaks (monthly)

- 3.2.5 Check thermostat function (monthly)
- 3.2.6 Check electronics incl. control valve or electromechanical control device (monthly)
- 3.2.7 Check aerators and shower heads for contamination and damage (12-monthly)
- 3.2.8 Clean to maintain function (12-monthly)

3.3.0 Toilets and urinals

- 3.3.1 Check for contamination and damage (monthly)
- 3.3.2 Check mounting (monthly)
- 3.3.3 Check function (monthly)
- 3.3.4 Check for leaks (monthly)
- 3.3.5 Clean to maintain function (monthly)
- 3.3.6 Check drain and overflow for external corrosion and function (monthly)
- 3.3.7 Check toilet seat for damage and secure fit (monthly)
- 3.3.8 Check hinges for corrosion and function (monthly)

3.4.0 Cisterns (DIN 1988 Part 8)

- 3.4.1 Check for contamination and damage (monthly)
- 3.4.2 Check mounting (monthly)
- 3.4.3 Check for leaks (monthly)
- 3.4.4 Check function (monthly)
- 3.4.5 Clean to maintain function (monthly)
- 3.4.6 Check shut-off valve function and tightness (monthly)

3.5.0 Flush valves (DIN 1988 Part 8)

- 3.5.1 Check for contamination, damage, and external corrosion (monthly)
- 3.5.2 Check mounting (monthly)
- 3.5.3 Check for leaks (monthly)
- 3.5.4 Check function (monthly)

- 3.5.5 Clean to maintain function (monthly)

3.6.0 Domestic hot water heaters (decentralized supply)

- 3.6.1 Check for contamination, damage, and external corrosion (monthly)
- 3.6.2 Check for leaks (monthly)
- 3.6.3 Check mounting (monthly)
- 3.6.4 Check function (monthly)
- 3.6.5 Check for limescale (monthly)
- 3.6.6 Descale (24-monthly)
- 3.6.7 Clean to maintain function (monthly)
- 3.6.8.1 Check electrical connections for damage and secure fit (monthly)
- 3.6.8.2 Check safety devices function (monthly)
- 3.6.8.3 Check switches, thermostats, and indicator lamps function (monthly)

8.0.0 I&C technology and drive elements

- 8.1.0 I&C technology: see work card KG 480
- 8.2.0 Electric motors
 - 8.2.1 Check for contamination, damage, external corrosion (monthly)
 - 8.2.2 Check direction of rotation (monthly)
 - 8.2.3 Check bearings for noise (monthly)
 - 8.2.4 Lubricate bearings (12-monthly and 24-monthly)
 - 8.2.5 Check protective devices function (monthly)
 - 8.2.6 Clean to maintain function (monthly)

9.0.0 Non-potable water system

9.1.0 Pipes and accessories

- 9.1.1 Check for damage, external corrosion, and mounting (monthly)
- 9.1.2 Check insulation for damage and completeness (monthly)

- 9.1.3 Check for leaks (visual inspection) (monthly)
- 9.1.4 Check pipe inspection sections for encrustation (monthly)
- 9.1.5 Check expansion joints for damage and mounting (monthly)

9.2.0 Shut-off devices

- 9.2.1 Check for damage and external corrosion (monthly)
- 9.2.2 Check function (monthly)
- 9.2.3 Check for leaks (visual inspection) (monthly)

9.3.0 Firefighting systems *(intervals must be verified case-by-case based on project-specific requirements such as installation instructions, fire protection design, manufacturer specifications)*

Elevator Maintenance (all three properties)

1. General inspection (monthly)

- Visual inspection: check elevator car, doors, shaft, and machine room for cleanliness, cracks, damage, and wear
- Functional test: verify correct response to all floors and check leveling accuracy

2. Technical inspection (quarterly)

- Mechanical components: check guide rails, ropes, chains, and buffers for wear and damage (January, April, July, October)
- Lubricate moving parts and check smooth movement
- Safety devices: check safety gear, overload protection, and emergency brake systems

3. Electrical inspection (semi-annually)

- Electrical systems: check switching/control equipment for cleanliness, damage, and secure wiring (February, August)
- Backup power: check emergency power supply and emergency lighting (March, September)

4. Repairs (as needed)

- Minor repairs: replace worn/defective parts (lamps, buttons, indicators). Adjust doors and safety edges

- Major repairs: replace suspension and compensating ropes if worn. Repair/replace safety-critical components (brakes, emergency brake system)

5. Safety tests (annually)

- Main inspection by certified experts according to legal requirements and manufacturer specifications
- Document results and carry out any necessary rework

6. Documentation and planning (ongoing)

- Record work performed, materials, and tools. Maintain a maintenance log for each measure
- Establish a maintenance plan with regular inspection and service intervals

Fire Extinguisher Maintenance (all properties)

1. General inspection (monthly)

- Visual inspection: check extinguisher for cleanliness, damage, corrosion, and correct mounting
- Accessibility and signage check
- Pressure check: verify gauge is in the green range

2. Technical inspection (every 2 years)

- Functional check according to manufacturer instructions
- Check condition and fill level of extinguishing agent
- Check valves, hoses, and seals for function and tightness
- Maintenance according to DIN 14406-4

3. Pressure vessel test (every 5 years)

- Pressure vessel safety test carried out by an approved inspection body

4. Repairs (as needed)

- Minor repairs: replace damaged parts
- Major repairs: repair or replace the extinguisher

5. Replacement and service life (long term)

- Replace extinguishers at end of service life (approx. 20 years) or if irreparably damaged

6. Documentation and planning (ongoing)

- Document maintenance work and keep maintenance records
- Create a maintenance plan and define inspection intervals

Quantity of fire extinguishers (to be added):

- 6 kg dry powder extinguishers: 52
 - CO₂ fire extinguishers: 12
 - Foam extinguishers: 2
-

Floor Maintenance (all properties)

1. General inspection (semi-annually) (January, July)

- Check floors for cracks, scratches, stains, and damage
- Check joints and transitions for tightness and wear
- Check levelness of natural stone surfaces and joints

2. Natural stone floor care (semi-annually)

- Impregnation (April, October): apply suitable impregnating agent according to manufacturer instructions
- Polishing (May, November): polish using appropriate machine and pads. Use stone care product if needed

3. Repairs (as needed)

- Minor repairs: fill cracks and small damage. Repair joints
- Major repairs: replace severely damaged stone slabs/tiles. Restore levelness and stability

4. Protection measures (annually)

- Weather protection (spring): treat outdoor natural stone floors for weather resistance (moisture and UV). Renew protection layer as needed

5. Inspection and assessment (annually)

- Main inspection (summer): professional inspection and documentation. Create maintenance/renovation plan and repair catalog

6. Documentation and planning (ongoing)

- Document maintenance activities and keep protocols
 - Establish regular intervals
-

Woodwork Maintenance (all three properties)

1. General inspection (quarterly) (January, April, July, October)

- Check wood surfaces for cracks, discoloration, and damage
- Check door and window frames, stairs, handrails, railings, and other wood structures
- Check connections and fasteners (screws, nails, anchors) for strength and stability
- Check moisture content and signs of moisture, mold, or rot

2. Exterior and interior wood surfaces care (semi-annually)

- Care (June, December): oil, wax, or repaint as needed. Refresh painted surfaces. Sand and repaint if needed

3. Repairs (as needed)

- Minor repairs: fix scratches and small cracks using wood filler or wax sticks
- Tighten loose connections, replace fasteners if needed
- Repair/adjust doors and handrails if needed
- Major repairs: replace damaged wood parts. Reinforce load-bearing structures if required

4. Protection measures (annually)

- Weather protection (spring): apply wood protection against moisture, UV, and pests. Renew as needed
- Check and renew seals: window and door seals for tightness and damage

5. Documentation and planning (ongoing)

- Document work performed, scope, and materials
 - Establish regular intervals
-

Interior and Exterior Façade Maintenance (all properties)

1. General inspection (quarterly) (January, April, July, October)

- Check façades for cracks, discoloration, damage, and wear
- Check joints, connections, and transitions for tightness
- Check anchors and fasteners of façade elements
- Check condition of window/door frames and seals

2. Façade cleaning (semi-annually)

- Exterior façade cleaning (May, November): use suitable cleaning agent based on material compatibility. Use pressure washer only if appropriate
- Remove algae, moss, and other organic deposits

3. Repairs (as needed)

- Minor repairs: fill cracks and small damage. Repair mortar and joints. Tighten/replace loose fasteners
- Major repairs: replace damaged façade elements/panels. Renew/repair supporting structures and anchors. Renovate larger façade areas if required

4. Protection measures (annually)

- Weather protection (spring): treat façades with suitable protective agents. Renew coatings/paint as required
- Seal check and renewal (autumn): check window and door seals for tightness and damage. Replace if needed

5. Façade inspection (annually)

- Main inspection (summer): thorough inspection and documentation. Create maintenance/renovation plan and repair catalog

6. Documentation and planning (ongoing)

- Document work performed, materials, and tools. Maintain protocols

- Establish regular intervals



Anlage B 3 Declaration of the bidding consortium

Notice: This form is only to be submitted if the bid is submitted by a bidding consortium. In this case, the form must be filled out jointly by all members of the consortium. The authorized representative of the bidding consortium is to be entered as bidding consortium member 1.

All fields with a grey background must be filled out (if applicable). The declarations must be completed with the entry of place, date and with the signature of the respective member.

Please also note Section 5.1.9) of the contract notice.

For the bidding consortium



Name and legal form

and at the same time for the members of the bidding consortium named below, **we herewith declare, that**

- all members of the bidding consortium formed are listed,
- in the event of the contract being awarded, the members of the bidding consortium are jointly and severally liable for all obligations arising in connection with the contract,
- the formation of a bidding consortium by the aforementioned members is legally permissible, in particular with regard to antitrust, competition and public procurement law, and

for the award procedure as well as the conclusion and implementation of the contract, the following member of the bidding consortium (Member 1)

Name of company authorised to represent

Name of company:

Address:

Contact person:

is authorized by the members of the bidding consortium and represents the bidding consortium and the members of the bidding consortium in a legally binding manner towards the client.

Member 1 (at the same time, member authorised to represent):

Name of company:

Address:

(Place, date)

(Signature)

**Member 2:**

Name of company:

Address:

Contact person:

Telephone:

E-Mail:

Legal form (if it is not a natural person):

Year of foundation:

Commercial register number (if entry in the commercial register is given):

Seat of the register court (if entry in the commercial register is given):

VAT ID:

Locations (if further locations of the member are available):

Description of the main fields of activity and the service portfolio

Task within the bidding consortium, presentation of the respective share of services:

Size of the economic operator

- ☐ Micro company (up to 9 employees and up to 2 million euros turnover)
- ☐ Small company (up to 49 employees and up to 10 million euros turnover and not a micro-company)
- ☐ Medium-sized company (up to 249 employees and up to 50 million euros turnover) and not a small company
- ☐ Large company (over 249 employees and over 50 million euros in sales)

Information on the nationality of the owner

The nationality (or nationalities) of the beneficial owner(s) of the Bidder, as recorded in the register(s) established under anti-money laundering legislation. If no such register exists (e.g. for non-EU contractors), information from other sources.

The company is listed on the stock exchange

If the company is not listed on a stock exchange, state nationality

(Place, date)

(Signature)

Member 3:

Name of company:

Address:



Contact person:

Telephone:

E-Mail:

Legal form (if it is not a natural person):

Year of foundation:

Commercial register number (if entry in the commercial register is given):

Seat of the register court (if entry in the commercial register is given):

VAT ID:

Locations (if further locations of the member are available):

Description of the main fields of activity and the service portfolio

Task within the bidding consortium, presentation of the respective share of services:

Size of the economic operator

- ☐ Micro company (up to 9 employees and up to 2 million euros turnover)
- ☐ Small company (up to 49 employees and up to 10 million euros turnover and not a micro-company)
- ☐ Medium company (up to 249 employees and up to 50 million euros turnover) and not a small company
- ☐ Large company (over 249 employees and over 50 million euros in sales)

Information on the nationality of the owner

The nationality (or nationalities) of the beneficial owner(s) of the Bidder, as recorded in the register(s) established under anti-money laundering legislation. If no such register exists (e.g. for non-EU contractors), information from other sources.

The company is listed on the stock exchange

If the company is not listed on a stock exchange, state nationality

(Place, date)

(Signature)

[Extend list if further members must be added]



Appendix B.4

Self-declaration Reliance on the capacities of other entities

Please note: Insofar as the bidder/bidding consortium relies on the use of subcontractors for expertise or performance (e.g. references) or intends to use other third-party companies to prove its/their suitability (reliance on the capacities of other entities), a declaration of commitment must be submitted by each subcontractor and, if applicable, by their subcontractors or the other third-party company.

All fields which are greyed out must be completed. Please also note Section 5.1.9) of the contract notice.

[Name and address of the applicant/of the bidding consortium]

1. Information on subcontractors / other third parties

Name of the subcontractor / other third parties	
Legal form	
Address	
Telephone	
Telefax	
E-Mail	
Contact person	
Commercial register number (if there is an entry in the commercial register)	
Seat of the registry court (if there is an entry in the commercial register)	
VAT ID	

2. Information about the service

Notice: Section 47 (1) sentence 3 VgV is expressly referred to.

Services / service components which have to be taken by the	
---	--



subcontractor / other third parties if the contract is awarded	
--	--

3. Declaration of the subcontractor / other third parties in the case of the transfer of services

In the case of an assignment of the above mentioned tenderer / the above mentioned bidding consortium, we commit ourselves,

☐ to carry out the services for which we have been designated as responsible company as subcontractor

☐ to place the necessary resources at the disposal of the above mentioned tenderer / the above mentioned bidding consortium to fulfil the order.

[check option as applicable.]

We declare that there are no reasons for exclusion of our company and **we also submit Appendix B.5.**

Notice: Please note that in addition to this declaration, proof must be submitted that the company whose capacities the bidder intends to rely on in order to meet one or more suitability criteria (subcontractor/other third party) in relation to the suitability criterion for which the reliance on the capacities of other entities is declared, is suitable according to the scope of the loan.

Place, date

(The form must be submitted for each company whose capacities are used as part of a suitability loan)



Appendix B.5 Self-declaration regarding the non-existence of reasons for exclusion

Note: If the bidder is a bidding consortium, this declaration must be submitted separately for each member of the bidding consortium. Likewise, this declaration (in addition to the declaration of the bidder) must be submitted separately by the company whose capacity the bidder intends to use for the fulfilment of one or more suitability criteria (reliance on the capacities of other entities). Please also refer to section 5.1.9) of the contract notice.

Company name :

1. Declaration on the non-existence of reasons for exclusion

☐ We declare that there are:

- no reasons for exclusion according to section 123 GWB (Restriction of Competition Act);
- no facultative reasons for exclusion according to section 124 GWB;
- no reasons for exclusion according to section 19 of the Minimum Wage Act;
- no reasons for exclusion according to section 98c of the Residence Act;
- no reasons for exclusion according to section 21 of the German law on the posting of workers;
- no reasons for exclusion according to section 22 of the Supply Chain Act;
- no reasons for exclusion according to section 21 of the Act to Combat Clandestine Employment;
- and no reasons for exclusion according to section 14 of the German Federal Tariff Compliance Act.

☐ We further declare that we comply with the requirements of Section 7(1) of the General Act on Equal Treatment and Section 3(1) of the Transparency in Wage Structures Act.

Insofar as a foreign company is making this declaration:

☐ We declare that there are no reasons for exclusion which, according to the legal provisions of the respective country, are comparable with Section 123 GWB (Restriction of Competition Act) and Section 124 GWB, as well as Section 19 of the Minimum Wage Act, Section 98c of the Residence Act, Section 21 of the German law on the posting of workers, Section 22 of the Supply Chain Act, Section 21 of the Act to Combat Clandestine Employment or Section 14 of the German Federal Tariff Compliance Act and that we meet the requirements which, according to the legal provisions of the respective country, are comparable with Section 7 (1) of the Act on Equal Treatment or Section 3 (1) of the Transparency in Wage Structures Act.

2. One or more of the above-mentioned reasons for exclusion are present:

☐ Yes



If "yes" is ticked, the bidder must also submit a description of the self-cleaning measures pursuant to Section 125 GWB as an attachment to this form.

Place, date



Annex B 6 – References

Company Name (Bidder):	_____
-------------------------------	-------

Bidders must provide at least one comparable reference for a project (similar scope and environment) successfully completed within the last five years, in compliance with deadlines and agreed remuneration.

The references provided could be verified and included in the evaluation.

Reference No. 1

Reference Provider (Client):	<i>Company name, address</i>
Project Title:	_____
Location (Country, City):	_____
Description of Services:	_____
Effort (person-days):	_____
Period of Service Delivery:	_____

Minimum Requirements for the Reference Project

Was the project successfully completed?	Please select...
Was the schedule met?	Please select...
Were the planned costs met (not exceeded)?	Please select...



Annex B 7

Confirmation of Site Survey

Project / Tender Reference: Maintenance services for the Goethe-Institut Cairo

Property / Site Address:

- Bustan :5 El-Bustan Street
- White Villa: 13 Hussein Wassef Street
- Palmenhof: 17 Hussein Wassef Street

Date of Site Survey: [/ /2026]

Bidder (Company Name): [_____]

Representative Attending: [_____]

Position / Title: [_____]

☐ I hereby confirm that the above-mentioned bidder has participated in the mandatory site survey for the referenced project.

Signatures

Bidder's Representative

- Name: _____
- Signature: _____
- Date: ____/____/____

Contracting Authority Representative

- Name: _____
- Signature: _____
- Date: ____/____/____

Instructions:

- This confirmation must be completed during the site survey.
- Both parties must sign.
- The signed document must be attached to the bid submission.
- Failure to provide this document will result in exclusion of the bid.

Annex C – Price Sheet

Maintenance and Repair Services

This price sheet is an integral part of the offer and serves as the binding statement for all price-relevant information.

1. General Information

Name of Bidder	
Scope of Services / Properties	Goethe-Institut Cairo – Properties (Bustan House, White Villa, Palm Courtyard)
Start of Service	15.08.2026
Contract Term	24 Months / 2 Years

2. Price Specifications

Service Item	Unit	Total Price / Year
Flat-rate Maintenance Services	per year	

Note: The flat-rate price covers all additional services related to repairs, additional staff deployment, travel/travel costs, and administrative expenses. The costs for spare parts will be covered by the client according to the price list upon submission of the original invoice.

3. Binding Declaration

We hereby confirm that the prices provided are complete, binding, and fixed for the entire duration of the offer's validity.

Place, Date: _____

Signature: _____

Company Stamp: _____

Dienstvertrag

عقد خدمات

Zwischen

بين

dem Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 München, vertreten durch den Vorstand, dieser vertreten durch die Regionalleitung der Goethe-Region NANO und Institutsleiterin des Goethe-Instituts Kairo, Frau Lilli Kobler

معهد جوته، الكائن في: أوسكار-فون-مiller-رينغ 18، 80333 ميونخ، ويمثله مجلس الإدارة، والذي تمثله هنا الإدارة الإقليمية لمنطقة جوته نانو ومديرة معهد جوته القاهرة، السيدة ليلي كوبلر

- im Weiteren auch: Auftraggeber -

ويُشار إليه فيما بعد أيضًا بـ: رب العمل -

und

و

...

...

-im Weiteren auch: Auftragnehmer-

يُشار إليه فيما بعد أيضًا بـ: المقاول -

Präambel

المقدمة

Der Auftraggeber unterhält in Kairo eine Liegenschaft bestehend aus 3 Gebäuden.

يملك رب العمل في القاهرة عقارًا يتكون من ثلاثة مباني.

Der Auftragnehmer ist ein (Einzelunternehmen, LLC usw.), eingetragen im Handelsregister unter der Nummer

المقاول شركة [نوع الشركة: منشأة فردية، شركة ذات مسؤولية محدودة، ...]، مسجلة في السجل التجاري تحت رقم تسجيل [الرقم].

Der Auftragnehmer ist auf den folgenden Arbeitsgebieten ausgewiesen:

و المقاول مؤهل في مجالات العمل التالية:

...

...

Dies vorausgeschickt vereinbaren die Parteien den folgenden

وبناءً على ما سبق، يبرم الطرفان الاتفاق التالي:

Dienstvertrag

عقد خدمات

§ 1 Gegenstand

المادة 1- موضوع العقد

Gegenstand des Vertrages ist die Erbringung der nachfolgenden Dienstleistung:

موضوع هذا العقد هو تقديم الخدمة التالية:

Gem. Angebot vom _____, Angebotsnummer: _____

وفقًا للعرض المؤرخ في: _____، رقم العرض: _____

الوصف:

Beschreibung:

Durchführung regelmäßiger Wartungs-, Inspektions- und Instandsetzungsarbeiten zur Sicherstellung eines ordnungsgemäßen, sicheren und störungsfreien Betriebs der technischen Anlagen.

Die Leistungen umfassen insbesondere die Durchführung von Funktionsprüfungen, die Beseitigung von Störungen, präventive Wartungsmaßnahmen sowie die Dokumentation der durchgeführten Maßnahmen.

Umfang der beauftragten Leistungen:

Der Auftragnehmer verpflichtet sich, insbesondere folgende Leistungen zu erbringen:

- Durchführung regelmäßiger Wartungs- und Inspektionsarbeiten gemäß Wartungsplan
- Durchführung von Funktions- und Sicherheitsprüfungen technischer Anlagen
- Störungsbeseitigung sowie Durchführung von Reparaturmaßnahmen
- Dokumentation aller durchgeführten Wartungs- und Instandhaltungsarbeiten
- Sicherstellung der Betriebsfähigkeit der technischen Anlagen
- Bereitstellung von qualifiziertem Fachpersonal und geeigneter technischer Ausstattung
- Reaktionszeiten bei Störungen gemäß vertraglicher Vereinbarung

Für die Leistungen gelten die nachfolgend aufgeführten Kennzeichen:

- **Gesamtfläche:** ca. 5,485. m²
- **Gebäude:** 3
- **Einrichtungen:**

Al-Bustan: Al-Bustan-Straße 5, Uest El Balad
Weiße Villa: Hussein-Wasef-Straße 13, Dokki

تقديم خدمات الصيانة الدورية وإصلاح الأعطال للمرافق والتجهيزات التقنية في مباني معهد جوته - القاهرة، بما يضمن التشغيل المنتظم والأمن والخالي من الأعطال.

تشمل الخدمات على وجه الخصوص أعمال الفحص الدوري، الصيانة الوقائية، إصلاح الأعطال، واختبار كفاءة الأنظمة، بالإضافة إلى توثيق جميع الأعمال المنفذة وضمان جاهزية الأنظمة التشغيلية.

نطاق الخدمات المطلوبة:

يلتزم المقاول بتقديم خدمات الصيانة التالية، بما في ذلك على سبيل المثال لا الحصر:

- إجراء الصيانة الدورية وفقاً لخطة الصيانة المعتمدة
- فحص وتشغيل الأنظمة التقنية وإجراء الاختبارات الوظيفية
- إصلاح الأعطال ومعالجة البلاغات الفنية
- توثيق كافة أعمال الصيانة والإصلاح
- ضمان استمرارية تشغيل الأنظمة والمرافق الفنية
- توفير العمالة المؤهلة والمعدات والأدوات اللازمة
- الاستجابة للأعطال وفق أوقات استجابة يتم الاتفاق عليها

تسري على الخدمات المؤشرات المبينة أدناه:

- **المساحة الإجمالية:** حوالي 5,485 م²
- **المباني:** 3
- **المنشآت المعنية:**

البستان: ٥ شارع البستان، وسط البلد

الفيلاء البيضاء: ١٣ شارع حسين واصف، الدقي

Palmenpark: Hussein-Wasef-Straße 17,
Dokki

حديقة النخيل: ١٧ شارع حسين واصف، الدقي

- **Stockwerke/Gebäude:** 3
- **Büroräume:** 75
- **Zusätzliche Räume und Flächen:** Toiletten, Gänge, Technikräume, Lager, Sitzbereiche
- **Besucher:** bis zu 1,000 pro Tag

(ggf. auf gesondertem Blatt fortsetzen)

- Ort der Ausführung: Gebäude des Goethe Instituts Kairo
- Beginn der Arbeiten: 01.08.2026

Der Auftragnehmer ist verpflichtet, gültige Ausweise für alle Sicherheitsmitarbeiter vorzulegen, die sich auf dem Gelände des Auftraggebers aufhalten oder Sicherheitsleistungen für den Auftraggeber erbringen.

Der Auftragnehmer verpflichtet sich, qualifiziertes Personal einzusetzen und die einschlägigen Arbeitssicherheits- und technischen Vorschriften einzuhalten.

§ 2 Ausführung, Sorgfalsmaßstab

Der Auftragnehmer erbringt seine Leistung nach den allgemeinen anerkannten Regeln und dem Stand der Technik unter Beachtung aller behördlichen und gesetzlichen Vorschriften und Bestimmungen zum Zeitpunkt der Leistungserbringung mit der Sorgfalt eines ordentlichen Kaufmanns.

§ 3 Vertragscharakter

- (1) Die Parteien stimmen darin überein, dass der vorliegende Vertrag kein Arbeitsverhältnis begründet. Der Auftragnehmer ist auch nicht arbeitnehmerähnliche Person. Insbesondere sichert der Auftragnehmer

- الطوابق/إكل مبنى: 3

- المكاتب: 75

- غرف ومساحات إضافية: دورات مياه، ممرات، غرف تقنية،

مخازن، أماكن جلوس

- عدد الزوار: حتى 1,000 زائر يوميًا

(يمكن الاستمرار في ورقة منفصلة عند الحاجة)

- مكان التنفيذ: مباني معهد جوته - القاهرة

- بدء الأعمال: 2026/08/01

يلتزم المقاول بتقديم بطاقات هوية صالحة لجميع أفراد الأمن الذين سيتواجدون في مباني رب العمل أو سيقدمون خدمات أمنية لصالحه.

يلتزم المقاول بتوفير الكوادر الفنية المؤهلة والالتزام بكافة معايير السلامة المهنية أثناء تنفيذ الأعمال.

المادة 2 - التنفيذ ومعياري العناية

يلتزم المقاول بأداء الخدمات المتفق عليها وفقًا للقواعد العامة المعترف بها وحسب ما استقر عليه العلم والفن، مع مراعاة جميع الأنظمة واللوائح والاشتراطات القانونية النافذة وقت تنفيذ الخدمة، وذلك بعناية التاجر الحريص.

المادة 3 - طبيعة العقد

- (1) يتفق الطرفان على أن هذا العقد لا يُنشئ علاقة عمل بينهما، كما أن المقاول لا يُعد في حكم العامل. ويؤكد المقاول بوجه خاص التزامه بإمكانية تقديم خدمات مماثلة لجهات متعاقدة أخرى.

zu, vergleichbare Leistungen auch für andere Auftraggeber zu erbringen.

(2) Der Auftragnehmer hat nicht in Person zu leisten. Er ist berechtigt, Subunternehmer zu beauftragen, bleibt hierbei aber in der vertraglichen Verantwortung gegenüber dem Auftraggeber.

(3) Der Auftragnehmer unterliegt keinem Wettbewerbsverbot gegenüber dem Auftraggeber. Er ist frei darin, seine Leistungen auch anderweitig am Markt anzubieten.

(2) لا يلتزم المقاول بأداء الأعمال بنفسه، وله الحق في تكليف مقاولين من الباطن بتنفيذها، مع بقاءه مسؤولاً مسؤولاً كاملة أمام رب العمل عن تنفيذ الالتزامات التعاقدية.

(3) لا يخضع المقاول لأي التزام بعدم المنافسة تجاه رب العمل، وله مطلق الحرية في عرض وتقديم خدماته لجهات أخرى في السوق.

§ 4 Vergütung, Auslagen

المادة 4 - الأتعاب والمصروفات

(1) Die Vergütung beträgt xx EGP netto pro Monat zzgl. der gesetzlichen USt. pauschal für die Ausführung des gesamten Auftrags (Festpreis).

(1) تُحدد الأتعاب بمبلغ xx جنيه مصري صافي شهرياً، يُضاف إليه ضريبة القيمة المضافة القانونية، وذلك كأجر مقطوع مقابل تنفيذ كامل موضوع العقد (سعر ثابت).

(2) Die Vergütung ist monatlich nach Leistung der Dienste abzurechnen. Über die Vergütung ist eine den Maßgaben des UStG entsprechende Rechnung zu erstellen. Die Fälligkeit tritt 30 Kalendertage nach Eingang der Rechnung ein.

(2) تُستحق الأتعاب شهرياً بعد أداء الخدمات. ويتم إصدار فاتورة متوافقة مع أحكام قانون ضريبة القيمة المضافة. وتُصبح المستحقات واجبة الدفع بعد 30 يوماً تقويمياً من تاريخ استلام الفاتورة.

(3) Der Auftragnehmer verpflichtet sich, die nach diesem Vertrag gezahlten Vergütungen ordnungsgemäß der Besteuerung zu unterwerfen. Er sichert darüber hinaus zu, über eine eigene soziale Absicherung zu verfügen. Der Auftragnehmer nimmt zur Kenntnis, dass über den Auftraggeber weder eine soziale Absicherung in Gestalt einer Kranken-, Renten- oder Unfallversicherung besteht noch Lohnsteuer abgeführt wird.

(3) يلتزم المقاول بإخضاع الأتعاب المدفوعة له بموجب هذا العقد للضرائب المستحقة نظاماً. كما يؤكد أن له تأمين اجتماعي خاص به. ويُقر المقاول علمه بأنه لا يوجد لدى رب العمل أي التزام بتوفير أي نوع من التأمين الاجتماعي سواء كان تأميناً صحياً أو تقاعدياً أو ضد الحوادث، ولا تُستقطع أو تُؤرد ضريبة دخل على الأجور.

(4) Auslagen werden nur dann erstattet, wenn deren Entstehen und die Erstattungsfähigkeit zuvor ausdrücklich gesondert vereinbart wurden.

(4) لا تُرد المصروفات إلا إذا اتفق صراحةً وبشكل منفصل مسبقاً على نشوئها وإمكانية استردادها.

§ 5 Mindestlohn, Subunternehmer, Leiharbeiter

- (1) Der Auftragnehmer versichert, seine Pflichten nach dem Arbeitsgesetz und seiner Durchführungsverordnung vollständig einzuhalten, insbesondere die gesetzlich vorgesehenen Mindestlöhne zu zahlen.
- (2) Der Auftraggeber ist berechtigt, für den Fall, dass ein Verstoß gegen eine gesetzliche Bestimmung in Betracht zu ziehen ist und die Möglichkeit besteht, dass hieraus Ansprüche Dritter gegen den Auftraggeber entstehen, von der vereinbarten Vergütung einen Sicherungseinbehalt bis maximal zu 10 % der Auftragssumme zu machen. Der Sicherungseinbehalt wird ausgekehrt, sobald feststeht, dass Ansprüche Dritter gegen den Auftraggeber nicht erhoben werden oder keinen Erfolg haben. Der Sicherungseinbehalt wird nicht verzinst.

§ 6 Haftung

- (1) Für den Ersatz von Schäden, die bei Gelegenheit der Ausführung des Auftrags entstehen, haftet der Auftragnehmer, es sei denn, ihn träfe an dem schadensbegründenden Ereignis nicht mindestens ein Fahrlässigkeitsvorwurf.
- (2) Der Auftragnehmer haftet für alle von ihm eingesetzten Erfüllungsgehilfen oder Verrichtungsgehilfen wie für eigenes Verschulden.

§ 7 Geheimhaltung

Der Auftragnehmer ist verpflichtet, alle Tatsachen, die ihm nach Abschluss des Vertrages und während der Ausführung bezogen auf den Betrieb, die Betriebsorganisation, die

المادة 5 - الحد الأدنى للأجور، المقاولون من الباطن والعمالة المؤقتة

- (1) يقرّ المقاول بالتزامه الكامل بجميع واجباته بموجب قانون العمل ولائحته التنفيذية، وبوجه خاص دفع الحد الأدنى للأجور المنصوص عليه قانونًا.
- (2) يحقّ لرب العمل، في حال وجود شبهة مخالفة لأحكام القانون، وبما قد ينشأ عنها من احتمالية مطالبة الغير بحقوق تجاه رب العمل، أن يقوم باحتجاز مبلغ ضمان من الأتعاب المتفق عليها بما لا يتجاوز 10% من قيمة العقد. ويصرف المبلغ المحتجز بمجرد ثبوت عدم وجود مطالبات من الغير ضد رب العمل أو ثبوت عدم أحقيتها. ولا يُستحق عن المبلغ المحتجز أي فوائد.

المادة 6 - المسؤولية

- (1) يكون المقاول مسؤولاً عن تعويض الأضرار التي قد تنشأ أثناء تنفيذ العقد، ما لم يثبت أنه لم يرتكب خطأ، ولو كان ناشئاً عن الإهمال، فيما يتصل بالواقعة المسببة للضرر.
- (2) يُسأل المقاول عن جميع من يستخدمهم من أعوان أو مساعدين في تنفيذ التزاماته كما لو كان الضرر وقع بخطئه هو شخصياً.

المادة 7 - السرية

يلتزم المقاول بالمحافظة على سرية جميع الوقائع والمعلومات التي يطلع عليها بعد إبرام العقد وأثناء تنفيذه، والمتعلقة بنشاط رب العمل أو بتنظيمه

Arbeitsinhalte sowie personenbezogene Daten und den Bezug auf den Auftraggeber bekannt werden, jedem Dritten gegenüber vertraulich zu behandeln und sie nicht zu offenbaren. Dies gilt nicht, wenn von Gesetzes wegen eine Verpflichtung zur Offenlegung besteht.

الإداري أو بمحتوى العمل أو بالبيانات الشخصية أو بما له صلة برب العمل، وعدم إفشائها للغير .
ولا يسري هذا الالتزام إذا وُجد التزام قانوني بالإفصاح.

§ 8 Beendigung des Vertrages, Kündigung

المادة 8 - إنهاء العقد، الفسخ

(1) Der Vertrag ist befristet geschlossen. Er endet – ohne dass es einer Kündigung bedarf – mit Ablauf des 31.12.2027, 24.00 Uhr. Einer stillschweigenden Fortsetzung ist hiermit ausdrücklich widersprochen.

(1) يُبرم هذا العقد لمدة محددة، وينتهي تلقائيًا بتاريخ 2027/12/31 في تمام الساعة 24:00، دون حاجة إلى توجيه إشعار بإنهاء. ويُرفض صراحةً أي تجديد ضمنى للعقد.

(2) Jede Partei ist berechtigt, diesen Vertrag aus wichtigem Grund zu kündigen, wenn die andere Partei eine wesentliche Vertragspflicht verletzt und die verletzende Partei den Verstoß nicht innerhalb einer angemessenen Frist, die zehn (10) Tage ab Zugang einer schriftlichen Mitteilung über die Art der Pflichtverletzung nicht überschreiten darf, behebt. Die Kündigung wird mit Zugang einer schriftlichen Kündigungserklärung wirksam, ohne dass es eines gerichtlichen Beschlusses bedarf.

(2) يجوز لأي من الطرفين إنهاء هذا العقد لسبب جوهري، إذا أخل الطرف الآخر بالتزام تعاقدى جوهري، ولم يتم بإصلاح الإخلال خلال مدة مناسبة لا تتجاوز عشرة (10) أيام من تاريخ استلام إخطار خطي يوضح طبيعة الإخلال. ويصبح الإنهاء نافذًا بمجرد وصول إخطار الإنهاء الخطي للطرف الآخر، دون الحاجة إلى حكم قضائي.

(3) Im Falle einer Kündigung aus wichtigem Grund hat die nicht vertragsverletzende Partei Anspruch auf Ersatz sämtlicher bis zum Zeitpunkt der Kündigung entstandenen Kosten sowie auf Vergütung der bis dahin erbrachten Leistungen, unbeschadet weiterer Schadenersatzansprüche und Rechtsbehelfe nach ägyptischem Recht.

(3) يحق للطرف غير المخلّ المطالبة بتعويض عن جميع التكاليف التي تكبدها حتى تاريخ الإنهاء في حالة الإنهاء لسبب جوهري، بالإضافة إلى أتعاب مقابل الخدمات المقدمة حتى ذلك التاريخ، وذلك دون الإخلال بحقوق أخرى في التعويض أو سلوك طرق الانتصاف القانونية وفقًا للقانون المصري.

(4) Der Auftraggeber ist ferner berechtigt, diesen Vertrag ohne Angabe von Gründen mit einer Frist von mindestens dreißig (30) Tagen durch schriftliche Mitteilung zu kündigen. In diesem Fall hat der Auftragnehmer Anspruch auf Erstattung aller bis zum Wirksamwerden der

(4) يحق لرب العمل أيضًا إنهاء العقد بإشعار خطي قبل ثلاثين (30) يومًا على الأقل، دون الحاجة لإبداء أسباب. وفي هذه الحالة، يحق للمقاول المطالبة باسترداد جميع التكاليف التي تكبدها بشكل معقول حتى تاريخ سريان الإنهاء، وكذلك المطالبة بأتعاب عن الخدمات المقدمة

Kündigung angemessener Weise entstandenen Kosten sowie auf Vergütung für erbrachte Leistungen und eingegangene Verpflichtungen zur Vorbereitung der Vertragserfüllung. Eine Kündigung gemäß diesem Absatz lässt Rechte oder Pflichten, die vor dem Wirksamwerden der Kündigung entstanden sind, unberührt.

والالتزامات التي تحملها من أجل التحضير لتنفيذ العقد. ولا يؤثر هذا الإنهاء على الحقوق أو الالتزامات الناشئة قبل تاريخ سريانه.

§ 9 Ausschlussfrist

المادة 9 - مدة السقوط

Soweit Ansprüche der Parteien gegeneinander entstehen, müssen diese innerhalb einer Frist von drei Monaten nach ihrer Fälligkeit in Textform geltend gemacht werden. Erfolgt keine Geltendmachung verfallen die Ansprüche. Dies gilt nicht für gesetzlich unverfallbare Ansprüche.

إذا نشأت مطالبات متبادلة بين الطرفين، تُقدَّم هذه المطالبات خطياً خلال مدة لا تتجاوز ثلاثة أشهر من تاريخ استحقاقها. وإذا لم تُقدَّم المطالبة خلال هذه المدة، تسقط هذه المطالبات ولا تُقبل بعد ذلك. ولا يسري هذا الحكم على المطالبات التي لا يجوز قانوناً سقوطها بالتقادم أو بالاتفاق.

§ 10 Datenschutz

المادة 10 - حماية البيانات

(1) Die Parteien verpflichten sich, personenbezogene Daten ausschließlich zum Zwecke der Durchführung und Erfüllung dieses Vertrages zu verarbeiten.

(1) يلتزم الطرفان بمعالجة البيانات الشخصية حصرياً لغرض تنفيذ هذا العقد والوفاء به.

(2) Die Verarbeitung sämtlicher Daten erfolgt unter Beachtung der jeweils anwendbaren datenschutzrechtlichen Vorschriften in Ägypten.

(2) تُجرى معالجة جميع البيانات مع مراعاة الأحكام القانونية المتعلقة بحماية البيانات المعمول بها في جمهورية مصر العربية.

§ 11 Anwendbares Recht und Streitbeilegung

المادة 11 - القانون الواجب التطبيق وتسوية المنازعات

(1) Dieser Vertrag unterliegt dem Recht der Arabischen Republik Ägypten und ist nach diesem auszulegen.

(1) يخضع هذا العقد لقانون جمهورية مصر العربية ويُفسَّر وفقاً له.

(2) Alle Streitigkeiten, Meinungsverschiedenheiten oder Ansprüche, die sich aus oder im Zusammenhang mit diesem Vertrag ergeben - einschließlich Fragen hinsichtlich seines Bestehens, seiner

(2) تُفصل جميع المنازعات أو الخلافات أو الدعاوى الناشئة عن هذا العقد أو ذات الصلة به - بما في ذلك المسائل المتعلقة بوجوده أو صحته أو تفسيره أو تنفيذه أو إنهائه - على وجه حصري ونهائي من قبل المحاكم المختصة في جمهورية مصر العربية.

Gültigkeit, seiner Auslegung, seiner Durchführung oder seiner Beendigung - werden ausschließlich von den zuständigen Gerichten der Arabischen Republik Ägypten endgültig entschieden.

§ 12 Sonstiges

- (1) Diese Vereinbarung ist schriftlich geschlossen. Individuelle Nebenabreden zu diesem Vertrag bestehen nicht.
- (2) Änderungen und Ergänzungen dieses Vertrages bedürfen zu ihrer Wirksamkeit die Schriftform. Dies gilt auch für eine Abänderung des Schriftformerfordernisses.

[Ort, Datum]

Goethe-Institut e.V.

[Ort, Datum]

[Auftragnehmer]

المادة 12 - أحكام متفرقة

- (1) أُبرمت هذه الاتفاقية كتابةً، ولا توجد أي اتفاقات جانبية فردية تتعلق بهذا العقد.
- (2) لا تكون أي تعديلات أو إضافات على هذا العقد نافذة إلا إذا وردت بالكتابة. ويسري ذلك أيضًا على أي تعديل لمتطلب الشكل الكتابي نفسه.

[المكان، التاريخ]

معهد جوته

[المكان، التاريخ]

المقاول

DATA PROTECTION NOTICE ACCORDING ART. 13 AND ART. 14 GDPR



The Goethe-Institut e.V., Oskar-von-Miller-Ring 18, 80333 Munich, Germany, collects and processes your personal data (hereinafter referred to as "data") under the following conditions.

CONTROLLER

Goethe-Institut e.V.
Oskar-von-Miller-Ring 18
80333 Munich
Phone: +49 89 15921-0
www.goethe.de
info@goethe.de

PURPOSE

If you take part in one of our tenders or other pre-contractual exchanges with us (hereinafter referred to collectively as "contract initiation"), data about natural persons will also be collected, e.g. about sole traders or other natural persons who take part in the contract initiation. We process this data in order to evaluate your offer and, if a contract is concluded, to fulfil the contract with you.

LEGAL BASIS

The processing serves to fulfil (pre-)contractual obligations between you and the Goethe-Institut and is carried out on the legal basis of Art. 6 para. 1 b) GDPR. The data is required to carry out pre-contractual measures and to establish and fulfil the contract.

CATEGORIES OF PERSONAL DATA TO BE PROCESSED

We process the following data about you:

- Your name
- Your address
- the data collected in the context of contract initiation and in the event of contract fulfilment. In case of processing in accordance with Art. 6 para. 1 b) GDPR, the following applies: Without the data that you have provided to us prior to the conclusion of the contract, the conclusion of the contract is not possible.

DATA RECIPIENTS

If you have not given us separate consent, we will only pass on your data to other recipients if we are permitted or required to do so under German or European law. In the context of contract processing, it is possible, for example, that software service providers that we have entrusted with the support of our IT systems may access your data. To ensure that these partners fulfil their data protection obligations, we have detailed contractual requirements regarding the handling of your data.

TRANSFER TO A THIRD COUNTRY

The data will only be passed on to third parties if the EU Commission has determined that an appropriate level of protection is guaranteed for the country concerned, or if the "standard data protection clauses" issued by the EU Commission <https://eur-lex.europa.eu/legal-content/DE/TXT/?uri=CELEX:32021D0914> have been agreed with the recipient.

DURATION OF DATA STORAGE

We store your data for as long as it is required for one of the above-mentioned purposes or for as long as a statutory retention period is prescribed.

YOUR RIGHTS AND CONTACT DETAILS

Information and access: Upon request, we will gladly inform you whether and which data about you is stored.

Rectification, restriction of the processing or erasure: As far as the legal prerequisites are given, you have a right to rectification, restriction of the processing or erasure of these data.

Data portability: You also have the right to receive from us the data which you have provided to us in a structured, common and machine-readable format; you can transmit these data to other places or have them transmitted.

If you have any questions regarding the collection, processing or use of your personal data, for information, rectification, restriction of the processing or erasure of data as well as withdrawal of any consent given or objection to a specific use of data as well as the right to data portability, please contact our company data protection officer.

Data Protection Officer
Goethe-Institut e.V.
Oskar-von-Miller-Ring 18
80333 München
datenschutz@goethe.de

COMPLAINT TO THE SUPERVISORY AUTHORITY

You also have the right to appeal to the responsible supervisory authority for data protection, which is the Federal Commissioner for Data Protection and Freedom of Information, Graurheindorfer Straße 153, 53117 Bonn. You can also file your complaint with any data protection authority. Your complaint will then be forwarded to the responsible supervisory authority.