

CALL FOR TENDER PROVISION OF LEGAL ADVISORY SERVICES



INTRODUCTION

The Goethe-Institut is the cultural institute of the Federal Republic of Germany with global outreach. We promote knowledge of the German language abroad and foster international cultural co-operation. We convey a comprehensive picture of Germany by providing information on Germany's cultural, social and political life. We are committed to promoting a diverse and inclusive community.

Intended contract commencement: **01 September 2026**

Contract duration: **01 September 2026 – 30 August 2030 (four years)**

I. CONTRACT & SCOPE OF SERVICES

The Goethe-Institut UK, with locations in London and Glasgow, seeks to appoint a legal service provider to deliver comprehensive and ongoing legal advisory services. Required support includes general legal advice and specialist counsel in Employment Law. The contract also includes representation before UK courts and, where necessary, before domestic or foreign authorities.

Legal advice must take into account the specific operational framework of the Goethe-Institut as an organisation funded by the Federal Republic of Germany, operating under bilateral cultural agreements between Germany and the United Kingdom.

The required legal services include:

- **General Legal Advice & Immigration Law:** Advisory support relating to the Goethe-Institut UK's activities as a cultural organisation engaging with partners, artists and the public, including services such as language instruction, examinations and certifications, a public library, and cultural programming. In addition to advice concerning immigration matters related to staff.
- **Employment Law:** Legal advice and representation on matters including, but not limited to, employment contracts, employee relations, HR compliance, and related statutory duties.

1. Lot Structure:

The services will be procured in two separate lots:

Lot 1: General Legal Advice & Immigration Law

Lot 2: Employment Law

Bidders may submit tenders for one or for both lots.

The Goethe-Institut intends to enter into a framework agreement for each lot. The framework duration will be four years.

Goethe-Institut London
50 Princes Gate
Exhibition Road
London
SW7 2PH

T: +44 20 7596 4000
Info-london@goethe.de

www.goethe.de

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2. Call-Off and Compensation

Services will be commissioned on an as-required basis through individual instructions issued by the Goethe-Institut. No minimum volume of work is guaranteed.

Remuneration will be based on time spent, charged at an agreed hourly rate. General office expenses (copies, telephone, administrative charges) cannot be invoiced separately. Travel expenses will only be reimbursed if expressly authorised in advance by the Goethe-Institut.

Billable work is limited to partners and associates with at least two years of post-qualification experience. For particular matters, the Goethe-Institut reserves the right to agree maximum time allocations or fixed fees.

II. PROPOSAL SUBMISSION REQUIREMENTS

Bidders must submit the following documents:

- 1. Hourly Rate Schedule:** A completed pricing sheet, specifying hourly rates by role/seniority (as per the provided template).
- 2. Liability Arrangements:** Details of professional indemnity insurance coverage.
- 3. Firm Profile and Team Presentation:** An overview of the law firm, including profiles of the proposed advisers and evidence of expertise in the relevant legal areas, with reference to the evaluation criteria listed below.
- 4. Forms B1 to B5** accompanying the tender. These have to be filled out and submitted with the above mentioned documents.

Submission of documents (1) to (3) is mandatory. Failure to provide these documents will result in exclusion from the evaluation process.

III. ELIGIBILITY CRITERIA:

Bidders must provide evidence of:

- Legal structure registration (e.g., Companies House registration, or Sole Trader/Partnership registration with HMRC), and
- Registration with a relevant professional regulatory body, such as:
 - Solicitors Regulation Authority (SRA)
 - Alternative Business Structure (ABS) authorisation
- Details of professional indemnity insurance coverage (minimum limit of indemnity of not less than £3,000,000 is required)
- Evidence of relevant experience and reference projects. Please use Appendix B.7

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IV. EVALUATION CRITERIA

Proposals will be evaluated on the basis of the following weighted criteria:

1. Price (60%)

Assessment of the overall cost structure, including hourly rates and value for money

2. Expertise / Quality (40%)

Evaluation of the qualifications and experience of the proposed legal advisers, including:

- Number of years of experience in the required legal fields
- Experience of the assigned personnel in advising similar publicly funded organisations

Each criterion will be scored separately. The cumulative score will determine the ranking and the final award decision. The Goethe-Institut UK reserves the right to seek clarifications from bidders during the evaluation process.

V. SUBMISSION INSTRUCTIONS

Please submit the documents as a single file via email. Label the email subject line "Proposal: Legal Advisory Services."

Submit to: **bills-london@goethe.de**

Deadline: **24.08.2026 at 18:00 (GMT)**

Late submissions cannot be considered.

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