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

Invitation to Tender for a Regional Youth Camp in Sri Lanka

Dear Sir/Madam

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

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
Fabian Welt

Appendixes:

- Appendix A: Terms of reference (appendix 1 to the contract)
- Appendix B.1 Tender cover letter
- Appendix B.2 Basic information about the company
- Appendix B.3: Bidding consortium declaration
- Appendix B.4: Self-declaration – reliance on the resources of other undertakings
- Appendix B.5 Declaration pertaining to the non-existence of grounds for exclusion
- Appendix B.6: References
- Appendix C: Price sheet
- Appendix D: Evaluation matrix
- Appendix E: Information pursuant to Art. 13 and Art. 14 GDPR

Application conditions

I. Subject of the invitation to tender

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The Goethe-Institut e.V. plans to hold a regional youth camp with 88 participants for German learners from across South Asia in Sri Lanka from 21st to 25th October 2026.

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



A detailed description of the required service can be found in Appendix A "Terms of reference".

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 German or English.

The prices in the tender must be quoted in Indian Rupees exclusive of VAT. The contract shall be awarded and the payments made in Indian Rupees.

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 preeti.shah@goethe.de.

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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

30th July 2026, 12:00pm IST

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 three weeks and inform unsuccessful bidders. Bidders shall be bound by their tender until 1st September 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) 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.

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
Cover letter	B.1	Appendix 2
Basic information about the company	B.2	Appendix 3

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Declaration of the bidding consortium	B.3	Appendix 4
Self-declaration – reliance on the resources of other undertakings	B.4	Appendix 5
Declaration pertaining to the non-existence of grounds for exclusion	B.5	Appendix 6
References	B.6	Appendix 7
Further documents required for the determination of the suitability (see section 8 below)	<i>(bidder's own document)</i>	Appendix 8
Price sheet completed by the bidder	Appendix C	Appendix 9
Where applicable, bidders' explanations regarding the performance criteria or the bidder's performance concept in relation to the concept criteria	<i>(bidder's own document)</i>	Appendix 10

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.

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5. Reliance on the resources of other undertakings



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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.

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8. Documents on suitability

The suitability of the bidders will be assessed on the basis of

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the information provided in Appendixes B.1 to B.5 and B.8 and on the basis of the following mandatory documents:

- Valid tax registration and identification (GST, PAN, or country-specific equivalents)
- Audited tax filings for the last three years.

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:

- Price with 50% weighting
- Location with 50% weighting

The evaluation of the tenders is set out in the appendix D - Evaluation Matrix

10. Bidder questions

Bidder questions must be sent to the contracting authority exclusively electronically via Mail: Fabian.welt@goethe.de by no later than 12 days before the deadline for submission of tenders.

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 six days before the deadline for submission of tenders.

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:

www.goethe.de

Goethe-Institut / Max Mueller Bhavan New Delhi

Email: info-delhi@goethe.de

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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.



Leistungsbeschreibung

Reiseorganisation für ein regionales Jugendcamp in Sri Lanka

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Die folgende Leistungsbeschreibung dient als Grundlage für die Aufwandsberechnung des Auftragnehmers.

Anlage A

Leistungsbeschreibung: Reiseorganisation für ein regionales Jugendcamp in Colombo

1. Ausgangssituation

Das Goethe-Institut ist das weltweit tätige Kulturinstitut der Bundesrepublik Deutschland. Mit seinem Netzwerk aus Goethe-Instituten, Goethe-Zentren, Kulturgesellschaften, Lesesälen, Partnerbibliotheken sowie Prüfungs- und Sprachlernzentren nimmt das Goethe-Institut seit vierundsiebzig Jahren im Auftrag der Bundesrepublik Deutschland weltweit zentrale Aufgaben der auswärtigen Kultur- und Bildungspolitik wahr.

Die Initiative „Schulen: Partner der Zukunft“ (PASCH) verbindet ein weltumspannendes Netz von mehr als 1.800 PASCH-Schulen mit besonderer Deutschlandbindung. Das Goethe-Institut betreut rund 600 PASCH-Schulen in den nationalen Bildungssystemen von über 100 Ländern. In der Region Südasien (Iran, Afghanistan, Pakistan, Nepal, Indien, Bangladesch und Sri Lanka) gibt es insgesamt 73 PASCH-Schulen.

Das Goethe-Institut New Delhi plant in der Zeit vom 21. bis 25.10.2026 ein Jugendcamp in oder in der Umgebung von Colombo, Sri Lanka. An dem Camp nehmen rund 88 Personen aus den Ländern Pakistan, Nepal, Indien, Bangladesch und Sri Lanka teil. Colombo wird als Veranstaltungsort für diese Konferenz gewählt, da es für die Teilnehmenden aus Pakistan keine Probleme bei der Beantragung eines Visums geben wird und die Flughafenanbindung in Colombo gut ist.

Für dieses Camp wird ein Reiseveranstalter gesucht, der die die Buchung eines Tagungshotels mit 16 Einzelzimmern und 24 Dreibettzimmer, mit einem Tagungsraum für mindestens 88 Personen und mit einem Break-Out-Raum für mindestens 44 Personen sowie den Transport der Konferenzteilnehmenden vom Flughafen zum Hotel am 21.10.2026 und am 25.10.2026 vom Tagungshotel zum Flughafen wie auch die Organisation eines Rahmenprogramms übernimmt. Wichtig sind die Anwesenheit vor Ort von mindestens einer Person bzw. Reiseleitung, Koordination mit dem Hotel und Fahrer*innen und ein hohes Maß an Flexibilität bei kurzfristigen Änderungen bis hin zu Stornierungen. Die Person bzw. Reiseleitung muss von 9 bis 18 Uhr physisch anwesend und im Notfall telefonisch zu jeder Zeit erreichbar sein. Der/die anwesende Person bzw. Reiseleitung

muss fließend Englisch sprechen (Deutsch und/oder Singhalesisch sind ein Plus), über mindestens zwei Jahre Berufserfahrung verfügen und bereits mindestens ein Jugendcamp durchgeführt haben.

Basis der Kalkulation ist eine Teilnehmendenzahl von 80–88 Personen.

Der hierfür angebotene Preis pro Person gilt als angebotener Referenzpreis.

Für abweichende Teilnehmendenzahlen hat der Bieter verbindlich anzugeben, um wie viel Prozent sich der angebotene Preis pro Person gegenüber dem angebotenen Referenzpreis ändert.

Die Preisanpassungen sind mindestens für folgende Teilnehmerkorridore auszuweisen:

- 79–70 Teilnehmende
- 69–60 Teilnehmende
- 59–50 Teilnehmende

Die prozentuale Preisänderung ist nachvollziehbar zu kalkulieren, transparent darzustellen und verbindlich in der Anlage C – Preisblatt anzubieten.

Kalkulationsgrundlage sind insgesamt 88 Personen, bestehend aus 72 Schüler*innen und 16 Begleitpersonen; davon reisen 77 Personen international an und 11 Personen aus Sri Lanka lokal an.

2. Durch den Auftragnehmer zu erbringende Leistungen

Leistungsbeschreibung

I. Leistungen vor Ort

1. Buchung des Konferenzhotels in Colombo

Das fünftägige Camp findet im Zeitraum zwischen dem 21.10.2026 (Anreise) und 25.10.2026 (Abreise) statt.

1.2 Das Anreisedatum ist der 21.10.2026, die Abreise am 25.10.2026.

1.3 Das Hotel muss mindestens vier Sterne (Landeskategorie) oder gleichwertig vorweisen und muss maximal 1,5 Fahrstunden bei üblicher Verkehrslage vom Bandaranaike International Airport, Colombo, Sri Lanka, entfernt liegen.

1.4 Das Hotel muss sich in einer für internationale Veranstaltungen geeigneten Umgebung befinden und folgende Sicherheitsanforderungen erfüllen:

- Lage in einem touristisch oder geschäftlich genutzten Stadtgebiet (keine isolierte oder infrastrukturschwache Lage)
- keine Lage in Gebieten mit erhöhtem Sicherheitsrisiko, insbesondere nicht in Regionen mit aktuellen Reise- oder Sicherheitshinweisen relevanter internationaler Institutionen (z. B. Auswärtiges Amt oder vergleichbar)

- gute Erreichbarkeit für Reisebusse und Transfers (befestigte Straßen, regelmäßige Anbindung)
- ausreichende Infrastruktur im Umfeld, z. B. medizinische Versorgung innerhalb angemessener Distanz (max. 30 Minuten Fahrzeit)

1.5 Das Hotel muss hygienische Bedingungen (alle Bereiche sauber, gepflegt, keimarm, konsequente Einhaltung klarer Hygienestandards) bieten.

1.6 Das Hotel muss folgende Mindeststandards erfüllen:

- 24/7 besetzte Rezeption
- kontrollierter Zugang zum Hotelgelände (z. B. Sicherheitsdienst, Schranke, Rezeption mit Zugangskontrolle)
- ausreichende Beleuchtung von Zugängen und Außenbereichen
- Einhaltung von Brandschutznormen
- Notfall- und Evakuierungsplan vorhanden
- Unterstützung bei Notfällen (z. B. Organisation medizinischer Hilfe)

1.7 Aufgrund der Teilnahme von Minderjährigen sind zusätzlich folgende Aspekte sicherzustellen:

- Unterbringung der Gruppe zusammenhängend im Hotel
- Trennung nach Geschlecht bei den Schüler*innen

1.8 Die Reise muss für etwa 88 Personen organisiert werden. Die 72 teilnehmenden Schüler*innen müssen in Dreibettzimmern und die 16 erwachsenen Begleitpersonen in Einzelzimmern untergebracht sein.

1.9. Der Aufenthalt muss Vollpension umfassen, d.h. Frühstück, Mittag- und Abendessen. Trinkwasser muss ebenfalls inkludiert sein. Zusätzliche kostenfreie, alkoholfreie Getränke sind ein Plus, aber nicht notwendig.

1.10 Kranken- und Unfallversicherungsschutz für die gesamte Gruppe. Inkludiert sein müssen Gesundheitskosten im Krankheits- oder Unfallsfall inkl. Rückführung bei medizinischem Notfall und Überführung im Todesfall (mind. USD 50000), Unfallversicherungsschutz (mind. USD 2500), Privathaftpflichtleistung (mind. USD 5000) und Einbruchdiebstahlschutz (mind. USD 250).

1.11 Ein/e Reiseleiter*in sollte während des gesamten Aufenthalts im Hotel zur Verfügung stehen, um den Transport und die Kommunikation mit dem Hotel in Sri Lanka zu managen und zu koordinieren.

2 Konferenz- und Break-out-Räume

2.1 Einen Konferenzraum für mindestens 88 Teilnehmer für den 21. (nur abends), 22, 23. und 24. Oktober 2026 (ganztags) mit im Raum bewegbaren Stühlen und Tischen.

2.2 Break-out-Raum für den 22., 23. und 24. Oktober für mindestens 44 Personen mit bewegbaren Stühlen und Tischen.

2.3 Technische Ausstattung im Konferenzraum und Break-Out-Raum: Projektor, Leinwand, Mikrofonsystem, 2 kabellose Mikrofone, Pinnwände, Flipchart-Ständer.

3 Catering im Hotel

3.1 Am 21. Oktober – Abendessen

3.2 Am 22., 23. und 24. Oktober – Frühstück, Mittag- und Abendessen

3.3 Am 25. Oktober – Frühstück.

3.4 Kaffee-/Teepausen am Vormittag des 22., 23. und 24. Oktober, am Nachmittag des 22. und 23. sowie Verpflegungspakete für den Ausflug am Nachmittag des 24. Oktober.

3.5 In allen Mahlzeiten muss eine Auswahl zwischen indischen, lokalen und kontinentalen Gerichten, sowie vegetarische und Halal Optionen angeboten werden.

4 Transport

4.1 Transport der 77 Campteilnehmenden von außerhalb Sri Lankas vom Bandaranaike International Airport zum Hotel am 21. Oktober 2026 und vom Hotel zum Flughafen am 25. Oktober 2026, unter Berücksichtigung der Ankunfts-/Abfahrtszeiten der Teilnehmer. Die Teilnehmenden werden in bis zu 10 unterschiedlichen Gruppen eintreffen. Die 11 Teilnehmenden aus Sri Lanka müssen ihre An- und Abreise vom Hotel und zurück selbst organisieren.

4.2 Flüge werden separat von den einzelnen Instituten gebucht und sind nicht Teil dieser Ausschreibung (s. Punkt 6.2).

5 Ausflug

5.1 Der Auftragnehmer organisiert am 24. Oktober 2026 für ca. 88 Teilnehmende einen Halbtagesausflug zum Thema Biodiversität in oder um Colombo.

5.2 Der Ausflug findet zwischen Mittag- und Abendessen statt. Die maximale Fahrzeit darf 1,5 Stunden pro Strecke zwischen Hotel und Ausflugsziel nicht überschreiten.

5.3 Der Auftragnehmer hat drei unterschiedliche Programmvorschläge einzureichen. Die Vorschläge müssen hinsichtlich Qualität, Leistungsumfang und organisatorischem Aufwand vergleichbar sein und auf derselben Kalkulationsgrundlage beruhen.

5.4 Die Vorschläge sind als Bestandteil des Angebots in schriftlicher Form einzureichen und müssen jeweils mindestens folgende Angaben enthalten:

- Transport für alle Teilnehmenden vom Hotel zum Ausflugsort und zurück,
- ggf. erforderliche Eintrittsgelder,
- notwendige Genehmigungen,
- organisatorische Betreuung vor Ort,
- englisch- oder deutschsprachige Durchführung bzw. englisch- oder deutschsprachige Guides,
- angemessene sanitäre Infrastruktur vor Ort,
- ausreichende Sicherheitsvorkehrungen für Minderjährige.

5.5 Die Vorschläge müssen einen edukativen Bezug zum Thema Biodiversität aufweisen und für Jugendliche geeignet sein.

5.6 Risikoreiche Aktivitäten, insbesondere Klettern, Schwimmen, Wassersport, motorisierte Outdoor-Aktivitäten oder vergleichbare Aktivitäten mit erhöhtem Verletzungsrisiko, sind ausgeschlossen.

5.7 Die 16 Begleitpersonen des Auftraggebers übernehmen während des Ausflugs die pädagogische Aufsicht über die teilnehmenden Schüler*innen im Rahmen ihrer Aufsichtspflichten.

Der Auftragnehmer bleibt weiterhin für die ordnungsgemäße Organisation und Durchführung des Ausflugs verantwortlich, insbesondere hinsichtlich Transport, Koordination, Sicherheit der organisatorischen Abläufe sowie eingesetzter Dienstleister und Aktivitäten.

5.8 Die Auswahl des konkreten Ausflugsvorschlags erfolgt durch den Auftraggeber nach Zuschlagserteilung.

5.9 Der Ausflug ist im Preisblatt als einheitlicher Gesamtpreis anzubieten.

6 Flugbuchungen

6.1 Aufgrund hoher Fluktuationen und Ungewissheiten aus geopolitischen Gründen werden die Flüge separat von den Leistungen vor Ort ausgeschrieben. Jedes Institut bucht seine Flüge einzeln. Dabei übernehmen die Teilnehmenden Schüler*innen 50 Prozent der

Flugkosten. Die andere Hälfte wird den Instituten per Budgetverschiebung aus dem regionalen Budget rückerstattet.

6.2 Die einzelnen Institute müssen für eventuelle Anreisen zum Flughafen selbst aufkommen. Aus dem regionalen Budget werden Leistungen ab den oben genannten Flughäfen übernommen.

ENGLISH VERSION

The following specification of services serves as the basis for the contractor's cost calculation.

Annex A

Service Specification: Travel Organization for a Regional Youth Camp in Colombo

1. Initial Situation

The Goethe-Institut is the cultural institute of the Federal Republic of Germany operating worldwide. With its network of Goethe-Instituts, Goethe Centers, cultural societies, reading rooms, partner libraries, as well as examination and language learning centers, the Goethe-Institut has for seventy-four years carried out key tasks in Germany's foreign cultural and educational policy on behalf of the Federal Republic of Germany.

The initiative "Schools: Partners for the Future" (PASCH) connects a global network of more than 1,800 PASCH schools with a special connection to Germany. The Goethe-Institut supervises around 600 PASCH schools within national education systems in over 100 countries. In the South Asia region (Iran, Afghanistan, Pakistan, Nepal, India, Bangladesh, and Sri Lanka), there are a total of 73 PASCH schools.

The Goethe-Institut New Delhi is planning a youth camp in or around Colombo, Sri Lanka, from 21 October to 25 October 2026. Approximately 88 participants from Pakistan, Nepal, India, Bangladesh, and Sri Lanka will take part. Colombo has been chosen as the venue because participants from Pakistan will not face difficulties in obtaining visas, and Colombo has good international flight connections.

For this camp, a travel service provider is sought to handle the booking of a conference hotel with 16 single rooms and 24 triple rooms, a conference room for at least 88 people, and a breakout room for at least 44 people, as well as transport for participants from the airport to the hotel on 21 October 2026 and from the hotel to the airport on 25 October 2026, and to organize a supporting program. Key requirements include the on-site presence of at least one person/tour manager, coordination with the hotel and drivers, and a high degree of flexibility regarding last-minute changes, including cancellations. The on-site person/tour manager must be physically present from 9:00 a.m. to 6:00 p.m. and reachable by phone at all times in case of emergency. This person must be fluent in English (German

and/or Sinhala are an advantage), have at least two years of professional experience, and already have managed at least one youth camp.

The basis of the calculation is a participant number of 80-88 people.

The price per person offered for this serves as the reference price.

For differing participant numbers, the bidder must specify bindingly by what percentage the offered price per person changes relative to the reference price.

Price adjustments must be specified at least for the following participant ranges:

- 79-70 participants
- 69-60 participants
- 59-50 participants

The percentage price change must be calculated comprehensibly, presented transparently, and submitted bindingly in Annex C – Price Sheet.

The calculation basis is a total of 88 persons, consisting of 72 students and 16 accompanying persons; of these, 77 persons will arrive internationally and 11 persons locally from Sri Lanka.

2. Services to be Provided by the Contractor

Service Description

I. On-site Services

1. Booking of the Conference Hotel in Colombo

The five-day camp will take place between 21 October 2026 (arrival) and 25 October 2026 (departure).

1.2 Arrival date: 21 October 2026; departure date: 25 October 2026.

1.3 The hotel must have at least four stars (local category) or equivalent and must be located no more than 1.5 hours by car under normal traffic conditions from Bandaranaike International Airport, Colombo, Sri Lanka.

1.4 The hotel must be in an environment suitable for international events and meet the following safety requirements:

- Located in a tourist or commercially used urban area (not isolated or lacking infrastructure)
- Not located in areas with heightened security risks, especially not in regions with current travel or security advisories from relevant international institutions (e.g., Federal Foreign Office or comparable)
- Good accessibility for coaches and transfers (paved roads, regular connections)
- Adequate surrounding infrastructure, e.g., medical care within a reasonable distance (max. 30 minutes travel time)

1.5 The hotel must meet hygienic standards (all areas clean, well maintained, low in germs, consistent adherence to hygiene standards).

1.6 The hotel must meet the following minimum standards:

- 24/7 staffed reception
- Controlled access to the hotel premises (e.g., security service, barrier, reception with access control)
- Adequate lighting of entrances and outdoor areas
- Compliance with fire safety regulations
- Emergency and evacuation plan available

- Support in emergencies (e.g., organizing medical assistance)
- 1.7** Due to the participation of minors, the following must also be ensured:
- Group accommodation in a contiguous area of the hotel
 - Gender separation among students
- 1.8** Accommodation for approx. 88 persons:
- 72 students in triple rooms
 - 16 accompanying adults in single rooms
- 1.9** Full board must be included (breakfast, lunch, dinner). Drinking water must also be included. Additional free non-alcoholic beverages are a plus but not required.
- 1.10** Health and accident insurance for the entire group, including:
- Medical costs in case of illness or accident, including repatriation in case of medical emergency and transfer in the event of death (minimum USD 50,000)
 - Accident insurance (minimum USD 2,500)
 - Personal liability insurance (minimum USD 5,000)
 - Burglary/theft protection (minimum USD 250)
- 1.11** A tour manager should be available throughout the stay at the hotel to manage and coordinate transport and communication with the hotel in Sri Lanka.

2. Conference and Breakout Rooms

- 2.1** One conference room for at least 88 participants for:
- 21 October (evening only)
 - 22, 23, and 24 October (full day)
with movable chairs and tables.
- 2.2** Breakout room for at least 44 persons for 22, 23, and 24 October with movable chairs and tables.
- 2.3** Technical equipment in both rooms:
- Projector
 - Screen
 - Microphone system
 - 2 wireless microphones
 - Pinboards
 - Flipchart stands

3. Catering at the Hotel

- **21 October:** Dinner
 - **22, 23, 24 October:** Breakfast, lunch, and dinner
 - **25 October:** Breakfast
- 3.4** Coffee/tea breaks:
- Mornings of 22, 23, and 24 October
 - Afternoons of 22 and 23 October
 - Packed refreshments for the excursion on the afternoon of 24 October
- 3.5** All meals must offer a choice between Indian, local, and continental dishes, including vegetarian and halal options.

4. Transport

4.1 Transport of 77 international participants:

- From Bandaranaike International Airport to the hotel on 21 October 2026
- From the hotel to the airport on 25 October 2026
taking into account participants' arrival and departure times. Participants will arrive in up to 10 different groups.

The 11 participants from Sri Lanka must organize their own transport to and from the hotel.

4.2 Flights will be booked separately by the respective institutes and are not part of this tender (see section 6.2).

5. Excursion

5.1 The contractor shall organize a half-day excursion on biodiversity for approx. 88 participants on 24 October 2026 in or around Colombo.

5.2 The excursion takes place between lunch and dinner. Maximum travel time: 1.5 hours each way.

5.3 The contractor must submit three different program proposals, comparable in quality, scope, and organizational effort, based on the same calculation.

5.4 Each proposal must include:

- Transport for all participants to and from the site
- Any required entrance fees
- Necessary permits
- On-site organizational support
- English- or German-speaking execution or guides
- Adequate sanitary infrastructure
- Sufficient safety measures for minors

5.5 The proposals must have an educational focus on biodiversity and be suitable for young people.

5.6 High-risk activities (e.g., climbing, swimming, water sports, motorized outdoor activities, or similar) are excluded.

5.7 The 16 accompanying adults will supervise students during the excursion. The contractor remains responsible for proper organization, coordination, safety, and service providers.

5.8 The contracting authority will select the excursion option after contract award.

5.9 The excursion must be offered as a single total price in the price sheet.

6. Flight Bookings

6.1 Due to fluctuations and uncertainties caused by geopolitical factors, flights are tendered separately from on-site services. Each institute books its own flights individually.

Participating students cover 50% of the flight costs; the remaining 50% is reimbursed to the institutes via budget reallocation from the regional budget.

6.2 Each institute bears the cost of travel to the respective departure airport. Costs from the listed airports onward are covered by the regional budget.



Appendix B 1 Offer cover letter

Notes on the form:

All fields marked in grey on this form must be completed. The declaration must be completed by entering the location and date.

Name and address of bidder/ bidding consortium

Name

Address

To:
Goethe-Institut e.V. – Zentrale
Oskar-von-Miller-Ring 18
80333 Munich

Subject: Award procedure for Regional Youth Camp in Sri Lanka

Ladies and Gentlemen,

we hereby participate in the above-mentioned tender and submit a binding offer.

Our offer includes - taking into account your answers to bidder questions and your notes on the procedure - all documents and evidence to be submitted in accordance with the conditions of application. These result in our offer and its conditions.

We confirm that the information we have provided is true and correct.

We will treat the information we receive as part of the award process as confidential and will not pass it on to third parties.

We hereby bind ourselves to this offer **until 01.09.2026**.

With kind regards

Location, date



Appendix B 2 Basic company information and company presentation

Notice:

This form is used to submit a self-declaration on the bidder (name, legal form, address, contact details, contact person, locations, description of the main fields of activity and the service portfolio).

All fields with a gray background are mandatory (if applicable). The declaration must be completed by entering the location and date.

Please fill in the following table for the bidder's offer:

Name of bidder	
Legal form (in case the bidder is not a natural person)	
Founding Year	
Address	
Contact person (if different from the bidder)	
Commercial register number (if registration in the commercial register is given)	
Seat of the registry court (if registration in the commercial register is given)	
VAT ID	
Locations (if there are other locations in addition to the address of the bidder given above)	
Main fields of activity and service portfolio	

Location, Date



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.6

References

Company name: **name**
(Reference recipient)

Presentation of at least three comparable reference projects (comparable size and similar content) that has been successfully completed within the last 3 years since the publication of this announcement, in compliance with the execution deadlines and the expected budget.

Use the template below for this purpose. If there is not enough space, copy the tables.

References are part of the suitability criteria and will be verified.



Reference no. 1

1.	Reference provider (customer); company name with address, telephone, fax, and e-mail as well as name of respective contact person	
2.	Service type	
3.	Reference project name	
4.	Project manager of the reference recipient	
5.	Location (country, city)	
6.	Exact description of the services performed	
7.	Project volume, in thousands of € (approx.)	
8.	Expenditure in person-days	
9.	Time frame for service performance	
10.	Sub-contractors involved, with indication of their tasks	

Minimum requirements for the reference project	
Has the reference project been successfully completed?	select from dropdown
Did the project adhere to the schedule? (Reasons for which you are not responsible will not be taken into account.)	aus Dropdown wählen
Were the planned costs adhered to (not exceeded)? (Reasons for which you are not responsible will not be taken into account).	aus Dropdown wählen



Reference no. 2

1.	Reference provider (customer); company name with address, telephone, fax, and e-mail as well as name of respective contact person	
2.	Service type	
3.	Reference project name	
4.	Project manager of the reference recipient	
5.	Location (country, city)	
6.	Exact description of the services performed	
7.	Project volume, in thousands of € (approx.)	
8.	Expenditure in person-days	
9.	Time frame for service performance	
10.	Sub-contractors involved, with indication of their tasks	

Minimum requirements for the reference project	
Has the reference project been successfully completed?	select from dropdown
Did the project adhere to the schedule? (Reasons for which you are not responsible will not be taken into account.)	aus Dropdown wählen
Were the planned costs adhered to (not exceeded)? (Reasons for which you are not responsible will not be taken into account).	aus Dropdown wählen



Reference no. 3

1.	Reference provider (customer); company name with address, telephone, fax, and e-mail as well as name of respective contact person	
2.	Service type	
3.	Reference project name	
4.	Project manager of the reference recipient	
5.	Location (country, city)	
6.	Exact description of the services performed	
7.	Project volume, in thousands of € (approx.)	
8.	Expenditure in person-days	
9.	Time frame for service performance	
10.	Sub-contractors involved / in cooperation with other companies, with indication of their tasks	

Minimum requirements for the reference project	
Has the reference project been successfully completed?	select from dropdown
Did the project adhere to the schedule? (Reasons for which you are not responsible will not be taken into account.)	aus Dropdown wählen
Were the planned costs adhered to (not exceeded)? (Reasons for which you are not responsible will not be taken into account).	aus Dropdown wählen

Place, Date

Price-Sheet		
Date:		
Company:		
Address:		
Item no	Description	Cost per Item (INR)
1	24 triple rooms	₹ 0,00
2	16 single rooms	₹ 0,00
3	All meals (Breakfast, Lunch and Dinner) According to Points 1.9, 3.1, 3.2, 3.3, 3.5 in the Terms of Reference	₹ 0,00
4	Conference halls According to Point 2 in the Terms of Reference	₹ 0,00
5	Coffee/tea breaks/lunch package for excursion (morning and afternoon) According to Point 3.4 in the Terms of Reference	₹ 0,00
6	Transport, According to Point 4 in the Terms of Reference	₹ 0,00
7	Travel insurance, According to the Point 1.10 in the Terms of Reference	₹ 0,00
8	Travel agent fees	₹ 0,00
9	Half-day excursion, according to the Point 5 in the Terms of Reference	₹ 0,00
Service Charge		₹ 0,00
Total Cost = Reference Price		₹ 0,00

Tiered pricing by participant ranges	
Participant Range	Change, +- % to the reference price
79 - 70	
69 - 60	
59 - 50	

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Eignungskriterien

Die geforderten Nachweise sind vollständig mit dem Angebot einzureichen. Der Auftraggeber behält sich vor, ergänzende Unterlagen, Nachweise oder Erläuterungen anzufordern sowie die eingereichten Angaben zu überprüfen. Unvollständige oder fehlende Nachweise können zum Ausschluss vom Vergabeverfahren führen.

Einhaltung rechtlicher und steuerlicher Vorschriften		Ja	Nein
1.	Vorlage eines Nachweises über eine gültige steuerliche Registrierung und Identifikation (z. B. GST, PAN oder vergleichbare länderspezifische Nachweise).		
2.	Vorlage geprüfter Jahresabschlüsse der letzten drei Geschäftsjahre.		

Zuschlagskriterien

Das wirtschaftlichste Angebot geeigneter Bieter wird unter Berücksichtigung folgender Ausschluss-/Wertungskriterien mit angegebener Gewichtung ermittelt:

Ausschlusskriterien:		Ja	Nein
1.	Qualifikation des Personals: Der eingesetzte Reiseleiter muss über mindestens zwei Jahre einschlägige Erfahrung mit Jugendcamps sowie fließende Englischkenntnisse (Level C1) verfügen.		

Nach Durchführung der Prüfung der Ausschlussgründe sowie der formalen und fachlichen Angebotswertung erfolgt die Zuschlagsentscheidung auf Grundlage der nachstehend definierten Zuschlagskriterien und deren jeweiliger Gewichtung.

Die Gesamtpunktzahl setzt sich aus der gewichteten Bewertung des Preises sowie der qualitativen Zuschlagskriterien zusammen.

Zuschlagskriterien:	Gewichtung	Gewichtete Punktzahl
Preis	50 %	5
Qualität des Veranstaltungsortes und der Hotelinfrastruktur	50 %	5

1. Preis (Gewichtung: 50 %)

Bewertet wird der gesamte Referenzpreis. Die Bewertung erfolgt ausschließlich rechnerisch anhand der festgelegten Preisformel. Eine qualitative Bewertung ist ausgeschlossen.

Der Bieter mit dem niedrigsten Gesamtangebotspreis erhält die maximal erreichbare Punktzahl (5 Punkte).

Für alle weiteren Angebote wird die Punktzahl wie folgt berechnet:

$\text{Niedrigster Gesamtangebotspreis} / \text{zu bewertender Gesamtangebotspreis} \times 5$

2. Zuschlagskriterium: Qualität des Veranstaltungsortes und der Hotelinfrastruktur (Gewichtung: 50 %)

Bewertet wird der qualitative Mehrwert des angebotenen Hotels, dessen Umfelds und der angebotenen organisatorischen Leistungen für eine internationale Jugendveranstaltung über die in der Leistungsbeschreibung definierten Mindestanforderungen hinaus. Maßgeblich sind insbesondere die Lage und Aufenthaltsqualität des Umfelds, die Erreichbarkeit, die Verfügbarkeit geeigneter Freizeit- und Lernmöglichkeiten sowie die Qualität der Hotel- und Veranstaltungsinfrastruktur.

Form der vorzulegenden Unterlagen

Die vorgenannten Angaben sind durch den Bieter in Form eines aussagekräftigen Konzeptes vorzulegen. Das Konzept darf einen Umfang von maximal ein DIN-A4-Seite (exklusive Anlagen, Hotelbroschüren und Lageplänen) nicht überschreiten.

Die Darstellung hat mindestens folgende Inhalte zu umfassen:

- Beschreibung des Hotels einschließlich Hotelname und Hotelkategorie
- Beschreibung der Verpflegungs-/Cateringleistungen
- Darstellung des Transport- und Transferkonzepts
- Beschreibung der Konferenz- und Veranstaltungsräume
- Darstellung der Organisation von Exkursionen und deren Entfernung vom Hotel
- Beschreibung der Lage und des Umfelds des Hotels
- Angaben zur Erreichbarkeit und Verkehrsanbindung
- Beschreibung vorhandener Außen- und Freizeitflächen
- Darstellung naheliegender Aktivitäten

Zur Veranschaulichung können ergänzend geeignete Unterlagen, insbesondere Hotelbroschüren, Lagepläne, Bildmaterial oder Links zu öffentlich zugänglichen Informationsseiten, beigefügt werden.

Die Bewertung erfolgt ausschließlich anhand der eingereichten Unterlagen. Nicht dargestellte Inhalte können bei der Bewertung nicht berücksichtigt werden.

Die Bewertung erfolgt anhand der nachstehenden Bewertungsmatrix. Es können maximal 5 Punkte erreicht werden.

Bewertungsmatrix

Punkte	Bewertungsmaßstab
5 Punkte	Das Angebot weist einen besonders hohen qualitativen Mehrwert gegenüber den Mindestanforderungen auf. Die eingereichten Unterlagen lassen im Vergleich zu den übrigen Angeboten eine sehr gute Leistung erwarten und erkennen ein in sich schlüssiges, zielgruppengerechtes und organisatorisch sehr überzeugendes Gesamtkonzept.
4 Punkte	Das Angebot weist einen deutlichen qualitativen Mehrwert gegenüber den Mindestanforderungen auf. Die eingereichten Unterlagen lassen im Vergleich zu den übrigen Angeboten eine gute bis sehr gute Leistung erwarten. Das Gesamtkonzept ist umfassend, plausibel und gut auf die Zielgruppe abgestimmt.
3 Punkte	Das Angebot weist einen erkennbaren qualitativen Mehrwert gegenüber den Mindestanforderungen auf. Die eingereichten Unterlagen lassen im Vergleich zu den übrigen Angeboten eine gute Leistung erwarten. Das Gesamtkonzept ist insgesamt nachvollziehbar und geeignet.
2 Punkte	Das Angebot weist lediglich einen geringen qualitativen Mehrwert gegenüber den Mindestanforderungen auf. Die Unterlagen lassen im Vergleich zu den übrigen Angeboten nur eine eingeschränkt gute Leistung erwarten und enthalten qualitative oder konzeptionelle Schwächen.
1 Punkt	Das Angebot weist kaum erkennbaren qualitativen Mehrwert gegenüber den Mindestanforderungen auf. Die Unterlagen lassen im Vergleich zu den übrigen Angeboten nur eine eingeschränkt geeignete Leistung erwarten oder die Darstellungen sind nur eingeschränkt nachvollziehbar.
0 Punkte	Kein erkennbarer qualitativer Mehrwert gegenüber den Mindestanforderungen oder Bewertung anhand der eingereichten Unterlagen nicht möglich.

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Eligibility Criteria

The required evidence must be submitted in full together with the offer. The contracting authority reserves the right to request additional documents, evidence, or explanations, and to verify the information provided. Incomplete or missing documentation may lead to exclusion from the procurement procedure.

Compliance with Legal and Tax Regulations

	Yes	No
1. Submission of proof of valid tax registration and identification (e.g., GST, PAN, or comparable country-specific documentation).	☐	☐
2. Submission of audited financial statements for the last three financial years.	☐	☐

Award Criteria

The most economically advantageous tender from eligible bidders will be determined based on the following exclusion and evaluation criteria with the specified weighting:

Exclusion Criteria

	Yes	No
1. Staff qualification: The assigned tour manager must have at least two years of relevant experience with youth camps and be fluent in English (level C1).	☐	☐

After reviewing the exclusion criteria as well as the formal and technical evaluation of bids, the contract will be awarded based on the following award criteria and their respective weighting.

The total score is composed of the weighted evaluation of price and qualitative criteria.

Award Criteria Overview

Criterion	Weighting	Weighted Score
Price	50%	5
Quality of venue and hotel infrastructure	50%	5

1. Price (Weighting: 50%)

The total reference price will be evaluated. The assessment is carried out exclusively using a mathematical formula. Qualitative assessment is excluded.

The bidder with the lowest total bid price receives the maximum score (5 points).

For all other bids, the score is calculated as follows:

$(\text{Lowest total bid price} / \text{evaluated total bid price}) \times 5$

2. Award Criterion: Quality of Venue and Hotel Infrastructure (Weighting: 50%)

The evaluation considers the qualitative added value of the offered hotel, its surroundings, and the proposed organizational services for an international youth event beyond the minimum requirements defined in the service specification.

Key aspects include:

- Location and quality of the surrounding environment
- Accessibility
- Availability of suitable leisure and learning opportunities
- Quality of the hotel and event infrastructure

Form of Documents to be Submitted

The above information must be submitted by the bidder in the form of a concise and meaningful concept.

The concept must not exceed one DIN A4 page (excluding annexes, hotel brochures, and location maps).

At a minimum, it must include:

- Description of the hotel, including name and category
- Description of catering services
- Presentation of the transport and transfer concept
- Description of conference and event rooms
- Description of excursion organization and distances from the hotel
- Description of the hotel's location and surroundings
- Information on accessibility and transport connections

- Description of outdoor and recreational areas
- Overview of nearby activities

Supporting materials such as hotel brochures, maps, images, or links to publicly accessible information may be attached.

The evaluation will be based exclusively on the submitted documents. Any content not presented cannot be considered in the evaluation.

Evaluation Matrix

A maximum of 5 points may be awarded.

Points	Evaluation Standard
5 points	The offer demonstrates outstanding qualitative added value beyond the minimum requirements. The submitted documents indicate a very high-quality service compared to other bids and present a coherent, target-group-oriented, and highly convincing overall concept.
4 points	The offer shows clear qualitative added value beyond the minimum requirements. The submitted documents indicate a good to very good level of service. The overall concept is comprehensive, plausible, and well suited to the target group.
3 points	The offer demonstrates recognizable qualitative added value beyond the minimum requirements. The documents indicate a good level of service. The overall concept is coherent and suitable.
2 points	The offer shows only limited qualitative added value beyond the minimum requirements. Compared to other bids, the documents indicate a somewhat limited quality and contain conceptual or qualitative weaknesses.
1 point	The offer shows minimal qualitative added value beyond the minimum requirements. The documents indicate only limited suitability or are only partially comprehensible.
0 points	No recognizable qualitative added value beyond the minimum requirements, or evaluation based on submitted documents is not possible.

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.