



Address of the contracting entity:	
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Invitation to Submit a Tender under a Negotiated Procurement Procedure (UVgO)

PROVISION OF LEGAL ADVISORY SERVICES

Dear Sir/Madam

Thank you for your interest in the present call for tenders.

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

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
Annegrid Hentz

Appendixes:

- Appendix A: Service description (appendix 1 to the contract)
- Appendix B.1 Offer cover letter
- Appendix B.2 Basic information about the company
- 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.7: References
- Appendix C: Price sheet
- Appendix D: Evaluation matrix
- Appendix H: Information pursuant to Art. 13 and Art. 14 GDPR

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

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Application conditions

I. Subject of the invitation to tender

The Goethe-Institut London e.V. plans to procure legal advisory services from 01.09.2026 until 30.08.2030.

A detailed description of the required service can be found in Appendix A "Service description"

II. Basic provisions

The awarding authority shall proceed in accordance with the provisions of Part 4 of the German Competition Act (Gesetz gegen Wettbewerbsbeschränkungen - GWB) and the German 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.

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

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.

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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 **bills-london@goethe.de**

Tenders can only be submitted electronically. The submitted tender documents will only be opened after the deadline for the submission has passed.

2. Deadlines

The complete tender must be received by

Date, 24.08.2026 at 18:00 (GMT)

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 28.08.2026 and inform unsuccessful bidders. Bidders shall be bound by their tender until 24.11.2026.

3. Content and structure of the tender

The tender shall be made on the basis of the German Procurement and Contract Procedures for Services (Allgemeine Vertragsbedingungen für die Ausführung von Leistungen, Teil B - VOL/B) and shall not be modified by the bidder. The contract shall be finalised after being awarded, taking into account the tender of the successful bidder.

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 services shall be awarded in 2 lots:

Lot 1: General Legal Advice & Immigration Law

Lot 2: Employment Law

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The tender must be compiled in full in accordance with the following structure and must contain only the documents listed in the following table.

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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
Self-declaration – reliance on the resources of other undertakings	B.4	Appendix 4
Declaration pertaining to the non-existence of grounds for exclusion	B.5	Appendix 5
References	B.7	Appendix 6
Price sheet completed by the bidder	Appendix C	Appendix 7
Evaluation Matrix	Appendix D	Appendix 8

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. Reliance on the resources of other undertakings

In the event of reliance on the resources of other undertakings, 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 German Lower Threshold Public Award Regulation (Unterschwelvenvergabeordnung – 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– 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”).

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5. 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.

6. 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 economically advantageous tender.

Upon awarding 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. Documents on suitability

The suitability of the bidders will be assessed on the basis of the information provided in Appendixes B.1 to B.5 and on the basis of the following mandatory documents:

- Evidence of legal structure registration (e.g. Companies House registration or equivalent)
- Evidence of registration with a relevant professional regulatory body (e.g. Solicitors Regulation Authority (SRA) or 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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8. 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: 60%
- Expertise / Quality: 40%

Please use Appendix D and C.

9. Bidder questions

Bidder questions must be sent to the contracting authority exclusively electronically via Mail: **bills-london@goethe.de** by no later than **17.08.2026 at 18:00 (GMT)**

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 **20.08.2026** on Mail.

The contracting authority will not provide information by telephone.

10. 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 email address:

*Email: **bills-london@goethe.de***

11. Restrictive behaviour

Arrangements restricting competition (pursuant to Section 1 of the German 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

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- 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.

12. 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.