Date: 07.04.2026

Q1. Use of existing artistic works

Question:

Is it possible to invite guest artists to perform an existing piece from their own repertoire at our venue (in the frames of service delivery), or should it be a new, original & premiere performance?

Answer:

As the question is related to the tender – Performing Arts, there are four lots.

Under this call for tenders for performing arts, inviting an existing group and performing a piece that has already been produced is permitted only under Lot 1.

For Lots 2 and 3, this is permitted only if the piece was originally conceived and produced as a site-specific work, which is generally rare.

For Lot 4, the performance of existing works is strictly prohibited; only newly created, original productions are acceptable.

Q2. Project Implementation and Timeline

Question:

Would it be possible to stage this performance earlier, for example this coming summer, before fall 2026 instead of waiting until 2027? (For example, in the summer of 2026, since the fall months are too cold for us and not feasible, and 2027 still seems quite a long way off.)

Answer:

Yes, the indicative timeframe can be adjusted based on the deliverables needs; however, the final service delivery deadline (May 2027) must not be extended.

Q3. Integration of Additional Artistic Disciplines and Supplementary Programme Elements

Question:

Is it possible to integrate other forms of media, such as exhibitions or installations, alongside the dance performance, so that the overall program consists of multiple components? (For example, by featuring works by local artists, hosting an exhibition of their work, or organising a reading of poetry.)

Answer:

The service providers must deliver the deliverables presented in the ToRs. Any additional artistic elements are permissible if it supports the delivery of the service in accordance with the requirements specified in the Lots.

Q4. Reference Requirements for Appendix B.7

Question:

Do we need to obtain a reference letter from another organisation for Appendix B.7? We produce and present our performances and shows independently and are therefore unsure what to include.

Answer:

A reference letter from an external organisation is not required.
For Appendix B.7, you may list your own self-produced performances as references. Your organisation or individual entity may be indicated as the Organising Institution, and projects implemented within the last three years should be described accordingly. References from third-party organisations are not mandatory.

Q5. Format and Length of the offer

Question:

As we understand, there is no specific template for the concept description(offer) in which we are required to specify what we intend to produce, should we prepare the written Concept in a free written format of our choice, not exceeding four pages, covering all required information?

Answer:

There is no predefined template for the written concept.

Bidders are required to prepare the offer in a free written format, with a maximum length of 4 A4 pages, provided that all required elements outlined in the Terms of Reference (ToR) are adequately addressed.

These elements include, but are not limited to:

- the proposed artistic output,
- the location and context of implementation,
- the implementation approach and methodology,
- the intended target groups, and

- the expected deliverables.

The ToR explicitly states that the written concept must be prepared independently by the bidder, confirming that no standard form applies.

Q6. Completion of Appendix B.5 (Self-Declaration)

Question:
In Appendix B.5 "Self-declaration regarding the non-existence of reasons for exclusion", do we only need to complete the section titled "Declaration on the non-existence of reasons for exclusion"?

Answer:
You are only required to complete and sign the section "Declaration on the non-existence of reasons for exclusion." This is the sole section applicable to you as the bidder.

Q7. Template for the 4-Page Written Concept (Annex A – ToR – 3)

Question:

Does Annex A – ToR – 3 (written concept, maximum 4 pages) have a specific template, or should it be prepared independently based on the requirements?

Answer:

The written concept should be prepared in a free written format, strictly following the content requirements described in the Terms of Reference and not exceeding four A4 pages.

Q8. Currency of the Budget

Question:

Should the budget be submitted in Georgian Lari (GEL)?

Answer:

If you are a Georgia-based bidder, the budget must be submitted in GEL. According to Appendix B.1 (Application Conditions):

- Georgian-based bidders submit offers in GEL.
- Non-Georgian bidders submit offers in EUR.

Q9. Budget Distribution and Honoraria Proportions

Question:

Is there a required system or percentage allocation for budget distribution, such as a fixed proportion for honoraria?

Answer:

The tender does not impose any fixed percentage or proportional rules for budget allocation. Bidders may structure the budget freely, if all costs are reasonable, eligible, and clearly justified in relation to the proposed activities.

Q10. Information on Creative and Technical Team Members

Question:

Should the creative and technical team be listed with full names, roles/functions, and CVs?

Answer:

All members of the creative and technical team must be:

- listed by full name,
- assigned specific roles/functions, and
- accompanied by their CVs.

This is required to demonstrate professional capacity and relevant experience under the suitability criteria.

Q11. Specification of a Play or Script

Question:

Is it mandatory to specify a particular play or script in the offer?

Answer:

It is not mandatory to specify an exact play or script unless your artistic concept is directly based on an existing text that you choose to reference.
The offer should instead clearly outline the artistic concept, methodology, and intended creative outcome, as required by the ToR.

Q12. Inclusion of Performances as Professional Experience

Question:

May the performances conducted be included as part of our professional experience in the offer?

Answer:

Performances are fully valid and relevant examples of professional experience, particularly within the performing arts context, and may be included accordingly.

Q13. Language of the Official Registration Extract

Question:

Should the company or individual entity registration extract be submitted in English?

Answer:

If the document is not originally issued in English or German, an English or German translation must be attached.

Q14. Language of Bank Statements or Bank Letters

Question:

Should bank statements or confirmation letters be submitted in English?

Answer:

Documents not issued in English or German must be accompanied by a translation into English or German.

Q15. Scope of the 40% Payment Stage

Question:

Which specific proposal's phase does the 40% payment refer to when described as "after completion of Concept Development & Pre-Production"?

Answer:

This phase includes the completion of all conceptual development and pre-production activities, such as artistic planning and conceptualization, casting, preparation of locations, and all preparatory tasks prior to the start of rehearsals.

Q16. Reporting Requirements

Question:

Is a report required, and if so, must it be submitted in English?

Answer:

N/A.

Within the framework of the tender, the successful delivery of the contracted services and the submission of the relevant invoices constitute sufficient evidence of service delivery. Compliance is demonstrated through the completed and approved deliverables and the submission of invoices in accordance with the contractual payment schedule.

No additional written report is requested beyond these deliverables.

Q17. Multiple Roles Across Projects

Question:

Is it possible for the same person to participate in multiple productions and in different roles (e.g., as a curator, actor, or composer)?

Answer:

Individuals may participate in several services and hold different creative or technical roles, provided that: no conflict of interest arises, and their workload allows for the realistic fulfilment of all assigned responsibilities.

The tender does not restrict multiple functions across services.

Q18. Accounting and Payment Procedure

Question:

Do we submit invoices and contracts to you, after which payments are made directly to us?

Answer:

Following the signing of the contract, invoices must be submitted in accordance with the agreed payment schedule. The contractor will transfer payments directly to the contractor's bank account.

Q19. Taxation of Individual Entrepreneurs (IEs)

Question:

If all creative and technical team members are registered as Individual Entrepreneurs (IEs), will they be subject to a 1% tax rate?

Answer:

The contracting authority might enter a single contract with one legal or natural entity (e.g. an Individual Entrepreneur, LLC, or CSO).

The contracted entity is fully responsible for the engagement, remuneration, and taxation of all individuals involved in the project.

It is the responsibility of the contracted entity to hire creative and technical staff in a manner that fully complies with Georgian legislation, including applicable tax and labor regulations.

Any taxes, social contributions, or employment-related obligations arising from such engagements must be managed and settled by the contracted entity in accordance with Georgian law.

The contracting authority does not assume responsibility for the individual tax arrangements of subcontracted or engaged personnel.

Q20. Language of Invoices Issued by the Contractor

Question:

If we manage accounting ourselves, must invoices be issued in English?

Answer:

All invoices submitted to the Goethe-Institut must be issued in English, as it is the official working language of the tender and contracting process.

Q21. Eligibility of Equipment Purchases

Question:

Is it permitted to include the purchase of lighting or sound equipment in the project budget?

Answer:

The purchase of permanent equipment, such as lighting or sound systems, is not eligible. The tender finances services are only, not the acquisition of long-term assets. Eligible costs may include equipment rental, technical services, and other operational expenses directly related to the production and presentation of the performances.
