

Contract notice

1. The body calling for the submission of bids, awarding the contract and to which bids are to be submitted is:

The Foundation "Remembrance, Responsibility and Future"
Friedrichstraße 200
10117 Berlin
coalition@stiftung-evz.de
Reference: 32.2.1C08.0061.0

2. Public tender in accordance with the regulation on the award of public contracts for supplies and services below the EU threshold, section 9 (§9 UVgO – Unterschwellenvergabeordnung)

3. Please send your password-protected bids by email to coalition@stiftung-evz.de and a second email containing the password to passwort@stiftung-evz.de.

Annexes to be completed and returned:

Cover page

- Annex 1 Concept for field analyses (three lots) and/or concept for flanking evaluation (two lots) incl. work plan and schedule (January to August 2020)
- Annex 2 Reference with contact information (name, telephone number and email address)
- Annex 3 Costing (personnel costs and ongoing non-personnel costs)
- Annex 4 Evidence of qualifications
- Annex 5 Declaration on the minimum wage
- Annex 6 Self-declaration of the bidder (form 124)
- Annex 7 If applicable, self-declaration of the bidding consortium (form 234)

Annexes to be retained:

- Annex 8 General Terms of Contract for the Provision of Supplies and Services, Part B (VOL/B)
- Annex 9 (Data protection information)
- Annex 10 (Assessment grid)

4. Type and scope of services, five lots in total

Field analysis on the theme of coalition building in Germany, Poland and the Czech Republic (three lots) and two flanking evaluations - one from a project receiving support in Poland and one from a project in the Czech Republic (two lots)

1. Field analysis in Germany (lot 1)
2. Field analysis in Poland (lot 2)
3. Field analysis in the Czech Republic (lot 3)
4. Project evaluation in Poland (lot 4)
5. Project evaluation in the Czech Republic (lot 5)

5. Place of service delivery: in Germany, Poland and the Czech Republic

6. Award by lot: yes.

Five lots in total, one lot for the field analysis in each of three countries and one lot in each of two countries for the flanking evaluation of a project receiving support.

If several convincing bids are submitted, preference will be given to bidders or bidding consortiums that submit bids for several or all lots.

The services shall be performed by the person awarded the contract or, in the case of a bidding consortium, by one or several participants in the consortium. Subcontracting is not permitted.

The overall amount of all lots should not exceed **EUR 30,000** (net).
(EUR 6,000 net per lot)

7. Alternative bids are not permitted.

8. Performance deadline:

The services outlined in the tender are to be delivered between January and August 2020.

9. Body providing the contract-award documentation:

The Foundation "Remembrance, Responsibility and Future" Friedrichstraße 200, 10117 Berlin
<https://www.stiftung-evz.de/stiftung/oeffentliche-ausschreibungen.html> (download)

The documents for this public tender will be provided for download until 12:00 (midday), 15 October.

In individual cases, contract-award documentation can be sent on request to the bidder by email or by post.

Queries may be submitted until 12:00 (midday), 8 October 2019.

Please send these by email to coalition@stiftung-evz.de quoting "Query regarding public tender on coalition-building" in the subject/reference line. Questions submitted by all bidders and the corresponding answers will be published on the [website of the Foundation EVZ](#).

10. Deadline for the submission of bids: 15 October 2019, 12:00 (midday).

Please scan and submit your password-protected bid by email together with all necessary annexes, bearing the legally binding signature of an officer authorised to submit bids. The documents must be in German or English.

Selection discussions with bidders are expected to be held in the **46th calendar week** (11-15 November) 2019. The discussions will be held via video conference or at the Foundation's offices in Berlin. Costs will not be reimbursed.

**Deadline for contract award and date until which bids are binding:
30 November 2019**

11. Award criteria:

Invitations to take part in the selection discussion will be issued in accordance with the criteria listed in annex 10 (assessment grid).

Contract-award decisions will be made following the selection discussions with the bidders. The contract will come into force with the receipt of the notification of contract award at the bidder, regardless of subsequent specification in separate contract documents. The components of any contract award will be as follows:

- a) the requirements stated in the award documentation,
- b) the description of services from the bid

c) General Terms of Contract for the Provision of Supplies and Services, Part B (VOL/B)
The services performed shall be invoiced by the subcontractor. Payment can be made in instalments.

The standard terms and conditions of the subcontractor shall not apply. In all other respects German law shall apply.