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Public invitation to tender according to section 9 UVgO

Call for External Service Providers for Implementing Content Mapping Activity Across Regions of Georgia

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

Ladies and Gentlemen,

Thank you for your interest in this invitation to tender.

We hereby invite you to submit an offer. Enclosed you will find the necessary general information, conditions and forms. The following application conditions apply.

Yours sincerely

Creative Compass Georgia team

Attachments:

- Appendix A Terms of reference and its Annexes
- Appendix B 1 Offer cover letter
- Appendix B 2 Basic company information
- Appendix B 5 Self-declaration regarding the non-existence of exclusion criteria
- Appendix B.7 References
- Appendix B 8 Self-declaration of reference to Russia
- Appendix C Price sheet
- Appendix D Contract
- Appendix E Evaluation matrix
- Appendix F Data protection notice according to Art. 13 and Art. 14 GDPR

This letter is intended to remain with the bidder, please do not return it with the tender.

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Application conditions

I. Subject of the invitation to tender

The Goethe-Institut e.V. plans to outsource the conduction of a Content Mapping across **16** municipalities in Georgia (between November 2024 and March 2025) based on a methodology provided to the selected service providers.

A detailed description of the required services can be found in Appendix A "**Terms of Reference and its annexes**".

II. Basic provisions

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 OFFER

The tender, including the Appendixes to be submitted, must be written in English and must be submitted in PDF to the Email address: creativecompass@goethe.de

An electronic signature is not required.

The offer must be provided in EUR or GEL without VAT.

Please note that compressed/archived files and/or short links cannot be accepted.



2. DEADLINES

The complete offer must be submitted by

28.11.2024 till 23:59 (GMT+4)

The submission of the offer via email - creativecompass@goethe.de must be completed by the deadline.

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.

Questions or requests for clarification to these terms can be sent to the contracting authority exclusively electronically to the same email address: creativecompass@goethe.de, **22.11.2024**, 23:59 (GMT+4).

All submissions will undergo a thorough review by a dedicated jury, who will evaluate each offer based on the predefined criteria outlined in the Appendix E - Evaluation Matrix. Applicants might be contacted by the Goethe-Institut Georgien for further clarifications.

The contracting authority is expected to decide on the award of the contract by **09.12.2024** and inform any unsuccessful bidders. The contractor is bound to the offer until **20.12.2024**.

The offer must be complete and contain the price and all other required information and declarations. The incompleteness of the offer (including the absence of individual required declarations) can lead to exclusion.

3. CONTENTS/COMPONENTS OF THE TENDER

3.1 Overview and general information

The offer must contain the following documents

Table 1 - Documents to be submitted

Type of document	Document within the application conditions
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Offer cover letter	B.1
Offer	Documents prepared independently by the bidder
Basic company information	B.2
Self-declaration regarding the non-existence of exclusion criteria	B.5
References	B.7
Self-declaration of reference to Russia	B.8
Price sheet	Appendix C
Extract from the Business Register	Documents prepared independently by the bidder
Current positive bank statement regarding the bidder's creditworthiness (not older than 3 months)	Documents prepared independently by the bidder

Failure to submit the listed tender components may lead to exclusion from the award procedure.

Please use the forms provided, if available.

Please note: Changes to the pre-formulated texts of the forms are not permitted.

Manufacturing, trade or business secrets must be labelled accordingly in the offer documents. In the case of documents in other languages (except English), translations into English must be enclosed.

3.2 Documents on Suitability

The suitability of the bidders will be assessed based on the information provided in the documents described in the table 1, and the eligibility criteria described in the Appendix 1 - Terms of Reference and its annexes.



3.3 Offer

Applicants are required to submit a unified PDF document outlining their approach to implementing the services described in Appendix A, "Terms of Reference." The document should be aligned with the provided **overview of the methodology** and must include the following:

Written Concept (Maximum 4 A4 Pages):

- Implementation Approach. Applicants should detail how they plan to execute the content mapping activities, referencing the methodology overview. This should include specific steps for managing data collection, engaging local stakeholders, and ensuring comprehensive coverage across the 16 municipalities. Key areas to address include organisation, fieldwork logistics, and stakeholder involvement at the local level. **Abstract of the Content Mapping Methodology will be provided to interested applicants upon request.**
- Expertise and Suitability. Applicants must explain why their organisation is well-suited to conduct the project, summarising their expertise in cultural mapping and socio-economic research¹. Special attention should be given to their familiarity with Georgian municipalities and any existing local contacts that can support effective fieldwork and data collection.
- Team Composition and Roles. Provide detailed information about the team members, focusing on their experience in research, mapping, and grassroots-level fieldwork. Highlight any relevant regional knowledge or prior work in Georgian municipalities that aligns with the project's needs.

Supporting Documentation:

Team Qualifications. Include CVs for all team members, emphasising their roles, relevant skills, and experience in conducting research and mapping activities.

Additional Supporting Materials. Applicants may include case studies, examples of prior successful projects, or any other relevant documentation that demonstrates their ability to execute the project effectively.

¹ Along with the experience described in this section, applicants are requested to fill out the specific form - Appendix B7 - References, that will include information about three comparable reference projects.



3.4 Price Sheet - Appendix C

To improve comparability and clarity, bidders must use the price sheet (Appendix C) when submitting their price offer.

4. AMENDMENT, CORRECTION AND WITHDRAWAL OF OFFERS

Subsequent amendments or corrections to tenders are only permitted up to the expiry of the tender deadline. The amendments or corrections must be labelled as such and must be submitted on the email address - creativecompass@goethe.de

Offers can also be withdrawn until the end of the offer period.

5. RELIANCE ON THE CAPACITIES OF OTHER ENTITIES

Each company whose capacities the applicant wishes to utilise for the fulfilment of one or more suitability criteria **must also submit** the self-declaration of reference to Russia (Appendix B8).

6. TENDERING PROCEDURE

The selection process aims to ensure comprehensive and efficient coverage of all 16 municipalities. Successful applicants will be those who demonstrate the necessary expertise, experience, and local contacts to carry out the mapping activities effectively.

The contracting authority will examine the tenders received and evaluate them based on the specified evaluation criteria and the weighting indicated.

The most economically advantageous tender from suitable bidders will be determined considering the following **evaluation criteria** (evaluation on a scale of 0-10) with the specified weighting:

- Experience and skills of the staff assigned to performing the contract related to executing research activities - 20%
- Context of Georgia, specifically the regions - 14%



- Understanding of the task and suggested approach - 16%
- Project Management experience of the staff assigned to performing the contract - 10%
- Team Composition - 10%
- Financial offer - 30%

Detailed information about the evaluation criteria can be found in Appendix E - Evaluation Criteria.

The contract shall be concluded under the conditions contained in the invitation to tender. This shall apply irrespective of any subsequent documentary stipulation; the separate signature of the contract document by the parties shall be declaratory in nature.

Applicants will be informed about the completion of the process.

9. DUTY TO INFORM / REPRIMANDS 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:

Goethe-Institut Georgien,

Email: creativecompass@goethe.de

10. PRACTICES RESTRICTING COMPETITION

Tenders from bidders who participate in an unauthorised restriction of competition in connection with this award procedure will be excluded.

A key feature of competitive tendering is the guarantee of secret competition between the participating bidders. Accordingly, it is inadmissible for a bidder to



participate in a procurement procedure if it is aware, in whole or in part, of the bids, bid bases or bid calculations of the other bidders. If a bidder therefore not only submits its own bid, but also bids for the award of the contract for the same service as a member of a bidding consortium, secret competition is no longer guaranteed. This leads to the mandatory exclusion of the bids concerned, unless it can be proven that a violation of the secrecy of competition due to the multiple participation is excluded.

11. MISCELLANEOUS

Payment structure of for the services provided, can be negotiated at the contracting stage, with a condition that 30% of the whole amount will only be paid after finalising activities and submitting the final report.

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.

No costs will be reimbursed for participation and preparation of the documents.