

## Invitation to Submit a Request to Participate

### Organisation of a Marketing Programme for German Wine in the United States of America

Dear Sir or Madam,

The German Wine Institute - Deutsches Weininstitut GmbH - intends to award contracts for the above mentioned services. For further information, please refer to Appendix A 2. *Tender Specifications*.

If you are willing to provide these services on the basis of these procurement documents, you are invited to submit an electronic request to participate.

To do so, please take note of the following explanations and the attached appendices and forms.

Yours sincerely

Deutsches Weininstitut GmbH

Award procedure number: <b>DWI 2026-10</b>	Type of procedure: <b>Competitive negotiated procedure</b>	Closing date for application submission: <b>08.06.2026, 11:00 am CEST</b>
Address: <b>Deutsches Weininstitut Platz des Weines 2 55294 Bodenheim</b>	Commencement of services/ period of execution: <b>01 January 2027 to 31 December 2032</b>	End of bid validity period (time frame during which the tenderer must maintain its bid): <b>30.09.2026</b>

1. **Contracting entity:** German Wine Institute, Deutsches Weininstitut (DWI)
- 1.1 **Type of procedure:** Competitive negotiated procedure
- 1.2 **Service:** Organisation of a Marketing Programme for German Wine in the United States of America
- 1.3 **Award procedure number:** DWI 2026-10
- 1.4 **Scope of services:**

The international activities of the DWI to promote the sale of quality wines from the 13 German wine-growing regions are focused on the most important consumer markets in Europe and overseas, including the United States of America. In order to gain a market presence of German wines in the U.S. for the years 2027-2032, the strategy includes raising the interest of consumers for German wines and increasing or consolidating sales of German wine products in this country. To establish this market presence a Service Provider shall exercise consistent marketing and public relations work through multi-channel activities and provide information on German wines, German wine and sparkling wine producers and related topics relevant to the market.

- 1.5 **Division into lots:** ☐ yes ☒ no
- 1.6 **Variant tenders admitted:** ☐ yes ☒ no
- 1.7 **Timetable of the award procedure:**

The award procedure is planned to be carried out in keeping with the following timetable:

Milestones	Deadline
<b>Stage 1: Application phase</b>	
Sending of application documents	06.05.2026
Last day for queries about the application documents	01.06.2026
Last answer by DWI to queries about the application documents	02.06.2026
<b>Closing date for application submission</b>	<b>08.06.2026, 11:00 am CEST</b>
<b>Stage 2: Tender phase</b>	
Sending of procurement documents (planned)	12.06.2026
Last day for queries about the procurement documents (planned)	05.07.2026
Last answer by DWI to queries about the procurement documents (planned)	08.07.2026
Closing date for tender submission (planned)	14.07.2026, 11:00 am CEST
Presentation and negotiation meetings (planned)	Calendar week 33-34
Conclusion of contract (planned)	01.09.2026
Commencement of services (planned)	01.01.2027

### **Commencement of services and term of contract**

The contract shall start as soon as it has been awarded.

The term of the tender agreement commences on 1<sup>st</sup> January 2027 and shall expire on 31 December 2027 (which concludes one year). The contract will subsequently be extended five times for successive one-year periods unless it is terminated by either the DWI or the Service Provider by giving at least three months' written notice of termination. The maximum term for this tender agreement is six years. Accordingly, the tender agreement shall expire no later than 31<sup>st</sup> December 2032.

## **2. Applicable regulations**

The German Act against the Restriction of Competition (hereinafter “GWB”) and the German Regulation on the Award of Public Contracts (hereinafter “VgV”) shall be applicable to this award procedure as amended from time to time.

Please take note of Appendix *A 1. General Terms and Conditions of Tender*. This Appendix sets out the basic requirements and framework conditions applying to the German Wine Institute's contract award procedures. If this document contains deviating provisions, these shall take precedence over the general terms and conditions of tender.

## **3. Type of procedure**

The contract shall be awarded in a competitive negotiated procedure. The procedure shall therefore consist of a two-stage tendering process. In the **first stage** of the competitive procedure the interested undertakings submit a request to participate in the pre-qualification evaluation process (see section 6). In the **second stage**, all pre-selected undertakings will be invited to submit a tender, which can then be negotiated in a “tender phase” or “bidding competition” (see section 9).

### **Stage 1: Application phase**

Public invitation to submit a request to participate (pre-qualification evaluation). The undertakings (=candidates) submit their applications to participate in the pre-qualification evaluation process.

### **Stage 2: Tender phase**

Pursuant to section 51 VgV the DWI will request the pre-selected undertakings from the pool of applicants to submit a tender (initial proposal). Through the submission of a tender the former candidates become bidders. Afterwards negotiation dialogues may be conducted. Subsequently, the bidders may be requested to submit a final tender. The bidding competition ends with the awarding of the contract to the most economically advantageous tender if the intention for procurement is continued.

#### 4. Execution of the procedure

This award procedure is conducted electronically and exclusively via the e-tendering platform provided by DTVP Deutsches Vergabeportal GmbH and cosinex GmbH ([www.dtv.de/en](http://www.dtv.de/en)). For further information on registration, see Appendix A 8. *User guide for electronic tendering*. Using the e-tendering platform in the basic version is free of charge for you. For further information about the e-tendering platform, please refer to [www.dtv.de/en](http://www.dtv.de/en).

The conditions for participation may be viewed on the e-tendering platform and can be downloaded. The e-tendering platform is originally in German, but it is also largely available in English.

**Please note that applications can only be submitted electronically by using the e-tendering platform.**

To submit an electronic application, the candidate must register on the e-tendering platform. The electronic application must be submitted up to the closing date for submission of applications and shall contain all the documents listed under section 14. Applications and documents submitted may be in German or English language.

**Please note that the file names of the provided forms to be submitted by the applicants must not be changed. File names of documents to be prepared and submitted by the applicants (e.g. company presentations) must not contain more than 30 characters.**

##### 4.1 Deadlines in the award procedure

For applicable deadlines in the award procedure, please see timetable for the tendering procedure in section 1.7 above. Applications to participate or tenders received late for reasons attributable to the candidate or bidder will not be considered.

**We recommend that you check at an early stage, preferable one day before the submission deadline, whether your software for the e-tendering platform is up-to-date and error-free. You should make sure that there is sufficient time for any updates or internal adjustments. If you have problems with the upload of your documents, please contact the e-tendering hotline well in advance of the submission deadline (see Appendix A 8. *User guide for electronic tendering*).**

##### 4.2 Communication with the DWI

Should you have any queries about the documents while preparing your application, please contact the DWI without delay via the e-tendering platform. The answers to queries will be provided exclusively on the e-tendering platform.

**Please note that candidates' queries regarding the procedure should be submitted at the latest 8 days before the closing date for application submission. Queries received later may not be considered.**

The German Wine Institute reserves the right to rephrase queries in such a way that the candidate's identity does not become obvious. Nevertheless, interested undertakings should bear in mind, in formulating their

queries, that these will be made available to all interested undertakings along with the answers.

We endeavour to answer queries from interested undertakings as soon as possible.

The answers will then form part of the procurement documents and become binding on all candidates. Throughout the procedure, please keep informed via the e-tendering platform to see whether the procurement documents have been updated.

## **5. Subcontractors and bidding consortia**

### **5.1 Subcontractors**

The undertakings or groups of undertakings are required to submit a self-declaration along with their application (see self-declaration *F 9. Subcontracting*) that specifies which partial services in the scope of the tender agreement will not be provided by them directly but by subcontractors. These services shall be detailed and the intended subcontractors to provide these services shall be named at the latest before the contract is awarded.

The subsequent awarding of subcontracts to subcontractors, as well as the exchange of subcontractors, requires the prior written consent of the DWI. The DWI may refuse such consent without stating any reasons, unless there is an important reason such as, for example, the insolvency of a subcontractor, while the eligibility of the undertaking remains unchanged.

The undertaking or group of undertakings shall guarantee the provision of services by the subcontractor. Subcontractors shall be informed that the closed subcontract relates to a public contract.

### **5.2 Groups of economic operators and bidding consortia**

In case of applications submitted by groups of undertakings or tenders submitted by bidding consortia, a declaration must be submitted along with the application (specifically naming every member of such group or consortium) to the effect that (see self-declaration *F 8. Bidding Consortium*):

- they will form a bidding consortium (joint venture) if they are awarded the contract
- all members and an authorised agent are named in the forms
- that the agent will legally represent the members vis-a-vis the DWI in all phases of the tendering procedure and in case the consortium is awarded the contract
- all members will be jointly and severally liable.

**Please note (*only required for groups of economic operators and bidding consortia*): As evidence of the members' eligibility, each member is required to submit documentation of their qualifications in the scope of services to be provided by this member.**

## **6. Stage 1: Application phase**

In their request to participate, interested undertakings must prove their eligibility in accordance with sections 122 GBW and 42 VgV as well as the non-existence of grounds for exclusion pursuant to sections 123 and 124 GWB.

## 6.1 Proof of eligibility and non-existence of grounds for exclusion

The application must be accompanied by the ticked means of proof and declarations on eligibility specified below:

### 6.1.1 Company presentation

☒ Company presentation attachment

Please attach a company presentation to the self-declaration *F 3. Undertaking* and enter the attachment in the form by ticking section 1.

### 6.1.2 Professional/commercial liability insurance

☒ Self-declaration confirming that you have professional/commercial liability insurance with a coverage of at least 1,000,000.00 EUR for each of personal injury and 200,000.00 EUR for each of property damage, or a declaration that you will obtain such insurance prior to the commencement of the contract.

Please enter the cover sum of your professional/commercial liability insurance in the self-declaration *F 3. Undertaking*.

### 6.1.3 Total turnover

☒ Self-declaration of the annual turnover.

Please enter your annual turnover of the last three completed business years in EUR in the self-declaration *F 3. Undertaking*.

**Please note: In order to declare the annual turnover in EUR, all bidders shall use the European Commission's official monthly accounting rates for the euro (InforEuro). For calculation, please use the official currency converter applying June 2026 as month of reference. The converter can be found online under the following link: [https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro\\_en](https://ec.europa.eu/info/funding-tenders/how-eu-funding-works/information-contractors-and-beneficiaries/exchange-rate-inforeuro_en)**

☒ **Minimum annual turnover:** The annual turnover of each of the last three completed business years shall amount to a minimum of 500,000.00 EUR. If a bidder's annual turnover is lower than the minimum, its request to participate will not be considered.

### 6.1.4 Network of multipliers

☒ Self-declaration confirming that you have an active network of multipliers in trade and gastronomy in the wine/food/beverage sector as well as contacts to trade and public media in the U.S. of America.

Please self-certify this in the self-declaration *F 3. Undertaking* by ticking section 4.

### 6.1.5 - Intentionally left blank -

### 6.1.6 Company references

☒ Provide appropriate references from contracts performed in the past of major services provided

in the last five years - calculated from the date of publication of this notice

The references must include in particular:

- I.** Total project duration/contract term of the reference
- II.** Number of marketing activities carried out during the contract term of the reference with at least 10 participants
- III.** Sector of the reference (food and beverages, beverages, alcoholic beverages)

Please use form *F 6. Company References* for this purpose and refer to the points in Appendix 4.1 *Evaluation Matrix - Stage 1* for your declarations.

☒ **Minimum:** Candidates must provide at least two appropriate references. To be appropriate, a reference must be equivalent to the object of the contract described in Appendix A 2. *Tender Specifications*.

Equivalent means that a reference must concern projects that are at least similar to the object of the present award procedure. To meet this requirement, the references must cover the following activities:

**The two references must cover several different marketing and PR activities for a client, with the “gastronomy and trade” sector in the U.S. of America as target group.**

Please explain in how far your references are comparable to the requirements listed here.  
Use the column provided for this purpose in the form *F 6. Company References*.

To ensure comparability with the object of the present award procedure, a reference must refer to projects that have taken place in the U.S. of America. The management of a promising project that is comparable to the object of this award procedure requires an existing and proven network of contacts to administrative bodies, licensing authorities, politics, economy, local multipliers and media for the realisation in the U.S. of America. If the DWI had the corresponding networks in the respective foreign markets, it would be able to manage and organise marketing activities itself in these countries. For this reason, the corresponding reference must refer to projects in the respective foreign market in order to be comparable to the object of the present award procedure.

#### 6.1.7 Staff

☒ Self-declaration about the Staff or technical bodies that are planned to be involved in the provision of the services, regardless of whether they form part of the undertaking or not, in particular those staff members or bodies that will be responsible for quality control.

Please use self-declaration *F 4.1. Staff Qualification* for this purpose and refer to the points in Appendix 4.1 *Evaluation Matrix - Stage 1* for your declarations.

##### **A. Qualification of the team leader/Head of Campaign**

Information about relevant work experience of the team leader/Head of Campaign who will be in charge. In this context, please provide detailed information about the professional qualifications of the team leader/Head of Campaign who will be in charge.

The information must include in particular:

- I. Project experience in large campaigns proven by reference projects with the annual budget indicated in EUR.
- II. Number of companies in the food and beverages sector for which he or she has run marketing campaigns

Please use self-declaration *F 4.1 Staff Qualification* for this purpose.

#### **B. Qualification of the team**

Information about relevant work experience of the team members (including team leader/Head of Campaign, if applicable) who will be involved in the project. In this context, please provide detailed information about the professional qualifications of the team that will conduct the project.

This must include in particular:

- I. Wine-related professional experience, based on years of continuous work experience
- II. Project experience in the alcoholic beverages sector, proven by completed projects

Please use self-declaration *F 4.1 Staff Qualification* for this purpose.

☒ Self-certify the knowledge of the required languages:

Head of Campaign: English as native language or excellent English language skills with the ability to discuss business subjects including marketing, sales, and product management in English (language level C2).

Project team: English as native language or excellent English language skills with the ability to discuss business subjects including marketing, sales, and product management in English (language level C2).

Please use self-declaration *F 4.1 Staff Qualification* for this purpose.

#### **6.1.8 Compulsory and facultative grounds for exclusion pursuant to sections 123, 124 GWB**

☒ Submission of the completed self-declaration *F 7. Grounds for Exclusion*. In case of doubts regarding the accuracy of the information given in the self-declaration, this may be clarified in each individual case and the submission of further means of proof (e.g. a police certificate of good conduct) may be requested.

In case of **bidding consortia**, a self-declaration is required from each individual member of the consortium.

#### **6.1.9 Grounds for exclusion pursuant to Article 5 k) of Regulation (EU) No. 833/2014**

☒ Submission of the completed self-declaration *F 10. Article 5 k) of Regulation (EU) No. 833/2014*

In case of **bidding consortia**, a self-declaration is required from each individual member of the consortium.



## 6.2 Relevance of the means of proof and declarations submitted

For the application to be fully evaluated, all the means of proof and declarations required in the application documents must be submitted. In case any means of proof or declarations are missing, the DWI shall decide, in the proper exercise of its discretion pursuant to section 56 (2) VgV, whether to request the candidate to provide them or not. Exclusion of a tender due to missing means of proof or declarations is governed by section 57 VgV.

## 6.3 Conflicts of Interests / Condition relating to the contract

☒ Submission of the completed self-declaration *F 5. Conflicts of Interest*. It is a special condition relating to the performance of this contract that the applicants, members of bidding consortia and subcontractors have to declare the absence of a conflict of interest for participating in the procurement procedure.

In case of bidding consortia, a self-declaration is required from each individual member of the consortium. Any applicant, member of a bidding consortium or sub-contractor not submitting this declaration will be excluded from further participation (see also section 8.1).

# 7 Content and form of applications

## 7.1 Structure of the application

The application should be structured as follows:

**Section A:** Candidate's Request to participate

**Section B:** Declarations, means of proof and other documents

**Section C:** Declaration of Conflicts of Interest

**Section D:** Declaration of bidding consortia and subcontracting

**Section E:** Any annexes to the application candidates may want to add

## 7.2 Provision of documents

The application must include at least the following documents (**missing disclosures may lead to your exclusion**):

☒ **Declarations, means of proof and other documents (Section B)**

All of the (ticked) declarations, means of proof and other documents specified in section 6.1 must be enclosed with your application.

☒ **Declaration of Conflicts of Interest (Section C)**

The document specified in section 6.3 must be enclosed with your application.

☒ **Declaration of bidding consortia and subcontracting (Section D)**

If applicable: Declaration of a bidding consortium and the use of subcontractors (see specifications in section 5.)

## **8 Review and evaluation of requests to participate pursuant to sections 56 et seq VgV**

### **8.1 Formal review**

Upon expiry of the closing date for the submission of the applications the contracting entity will review the applications for completeness and accuracy. The DWI reserves the right to request the candidates to hand in missing, incomplete or inaccurate documentation related to the undertaking, including but not limited to self-declarations, information, certificates or other means of proof within a certain period of time and in adherence of the principles of transparency and equal treatment.

Applications that do not fulfil the formal requirements will be excluded from evaluation, in particular:

1. Applications that have not been submitted in due form or time, unless the candidate is not responsible for the delay or inaccuracy in form,
2. Applications that do not contain the required documentation, including such documentation which the candidate has been asked to hand in after the closing date has expired,
3. Applications which contain alterations by the candidate that are not beyond doubt,
4. Applications which contain alterations or amendments of the public invitation or the application documents.

### **8.2 Content evaluation**

Subsequently the DWI will evaluate if the candidate is eligible by reviewing the submitted certificates and documentation as a proof of eligibility and the non-existence of grounds for exclusion. The DWI may request the candidate to explain the contents of the submitted documentation. The DWI reserves the right to review the submitted reference documents by contacting the reference.

Undertakings that do not comply with the requirements will be excluded from evaluation. The evaluation shall include an overall review of the submitted means of proof and declarations as well as a predictive decision based on such review. Provided that the minimum requirements are not met in accordance with section 6.1, the candidate shall not be deemed eligible. The evaluation of the contents of the application shall also include the review of the existence of grounds for exclusion pursuant to sections 123 and 124 GWB or possible self-cleaning of the undertaking in accordance with section 125 GWB.

We would like to point out that the DWI may negate the professional capacity of the candidate if it is discovered that the candidate has interests that conflict with the execution of the public contract or that may negatively impact such execution.

### **8.3 Limitation of the number of candidates pursuant to section 51 VgV**

#### **8.3.1 Limitation of the number of candidates in general**

The DWI will select three candidates from the pool of eligible candidates and invite them to submit an initial tender in the bidding competition. The selection and ranking among the eligible

candidates shall follow the achieved score of points derived from objective and non-discriminatory selection criteria listed under 8.3.2.

If the result of this evaluation does not allow the number of bidders to be conclusively reduced to the desired number of three candidates, the decision shall be made by drawing lots.

Example: Five of seven candidates fulfil the minimum requirements and are therefore eligible. The DWI will create a ranking by counting the score of points and invite the first three candidates in the ranking to the bidding competition. If several candidates score the same result in this procedure, so that the desired reduction to three candidates is not possible, lots will be drawn. The remaining four candidates will then receive a rejection letter.

If there are less than the minimum number of candidates, the DWI will continue the procedure by inviting those candidates that comply with the requirement criteria. In accordance with section 51 (3) sentence 3 VgV, other undertakings that have requested to participate or other candidates that are not eligible shall not be allowed to participate in this procedure.

### 8.3.2 Objective and non-discriminatory selection criteria

The objective and non-discriminatory selection criteria are:

#### 1. Reference 1 “gastronomy and trade” sector in USA

I. Duration of the contractual relationship of reference	8 points
II. Number of events carried out during the contractual relationship of the reference	12 points
III. Sector of the reference	15 points

#### 2. Reference 2 “gastronomy and trade” sector in USA

I. Duration of the contractual relationship of reference	8 points
II. Number of events carried out during the contractual relationship of the reference	12 points
III. Sector of the reference	15 points

#### 3. Qualification of the team leader/Head of Campaign

I. Project experience with large campaigns	7,5 points
II. Number of companies for which he or she has run marketing campaigns	7,5 points

#### 4. Qualification of the project team

I. Wine-related professional experience based on years of work experience	7,5 points
II. Project experience based on number of completed projects	7,5 points

*Important: If a candidate provides more than two appropriate references, only the references with the most favourable total points (according to Evaluation Matrix Appendix A 4.1) for the candidate will be taken into account for the evaluation process.*

Refer to Appendix 4.1 *Evaluation Matrix - Stage 1* for further information on the evaluation.

### 8.4 Informing the candidates

The DWI shall inform the excluded candidates pursuant to section 62 (1) VgV.

The selected candidates shall receive an invitation to submit an initial tender pursuant to section 51 (1) VgV. This invitation shall at least contain the information listed under section 51 (2) VgV if they have not already been included in the procurement documents.

**9 Stage 2: Tender phase**

Only the pre-selected candidates from stage 1 may participate in stage 2. The selected candidates will receive a separate invitation to tender. The execution of stage 2 will take place in successive sub-phases as described below.

**9.1 General information concerning the sub-phases**

Stage 2 will contain the following sub-phases:

Sub-phase 1 (initial proposal): The bidders submit their initial tenders before the closing date set forth in the invitation to tender. Upon submission of the initial tenders the bidders will be invited to a presentation and negotiation meeting via the e-tendering platform. This invitation will contain the exact date, time and place of the meeting. The current plan is to hold the presentation and negotiation meetings in calendar week 33-34 on-site in the U.S. of America or on the DWI premises in Bodenheim. If a presentation on-site or on the DWI premises is not possible or not requested by the DWI, the presentation can be held online via video conference.

Sub-phase 2 (presentation): The bidders shall present their tenders to the DWI on-site in the U.S. of America or on the DWI premises or online and negotiations shall be conducted.

The jury will consist of at least two persons. The presentation and negotiation meeting will comprise the bidder’s presentation of the Table-presentation, the Conceptual idea and the Marketing strategy (see section 9.2. Contract award criteria, “C. Presentation” criteria), including an option for further queries on the DWI’s part. Following the presentation, a negotiation can be conducted with regard to the services to be provided.

The DWI may enter into a negotiation with the bidder on the basis of the submitted initial tender.

The time for presentations should not exceed 65 minutes per bidder. Extensive company presentations should be avoided.

The time frame for the meeting is estimated as follows:

Welcome and introduction of the participants	approx. 5 min
Presentation /questions	approx. 50 min
Bid-/contractual negotiation questions	approx. 10 min

In case of a video conference the bidders shall receive a description of the available technical equipment in the invitation. Of course, in both cases the service provider can also provide the complete technical equipment.

Sub-phase 3 (negotiation): Following sub-phase 2 the bidders are requested to submit final tenders within a tender period still to be determined. The final tenders shall not be further negotiated. The tenders may not contain inadmissible alterations of the procurement documents.

The sub-phases shall be explained in more detail in the procurement documents.

The DWI reserves the right to modify the procedure in changing the course of the sub-phases and/or adding sub-phases in compliance with the procurement principles (competition, transparency, non-discrimination). As an example, the DWI reserves the right to award the contract based on the initial tenders without entering into the negotiation phase (see section 17 (11) VgV). If the DWI refrains from entering into negotiations, a presentation meeting shall still be held. In this case the evaluation of the presentations and the decision to award the contract shall take place after the meetings.

The contract will be awarded to the bidder with the most economically advantageous tender (see section 9.2 Contract award criteria).

The DWI shall ensure the equal treatment of all bidders in the negotiations.

## 9.2 Contract award criteria

The evaluation of the submitted tenders is based on the following criteria:

<b>A. Price</b>	<b>32,5 %</b>
The total score for the tender price to be evaluated comprises the following prices:	
A 1.1 General basic Services with a Monthly Fixed Price	
A 1.2 Basic Public Relation Services with a Monthly Fixed Price	
A 1.3 Internet and Social Media Basic Services with a Monthly Fixed Price	
A 2 Prices for Optional Additional Services	
<b>B. Quality</b>	<b>27,5 %</b>
Quality is subdivided into the following categories:	
Implementation concepts	
B 1. Table Presentation	7,5 %
B 2. Conceptual idea	12,5 %
B 3. Marketing strategy (incl. social media) for the U.S. of America	7,5 %
<b>C. Presentation</b>	<b>20 %</b>
Presentation is subdivided into the following categories:	
C 1. Make-up and structure of content	5 %
C 2. Comprehensibility of the presented contents	5 %
C 3. Overall impression of the presentation	10 %

#### **D. Sustainability**

Sustainability implementation plan

20 %

The contract will be awarded to the bidder whose tender scores the highest total number of points.  
Further details concerning the evaluation criteria shall be set forth in the tender or negotiation phase.

#### **10 Costs of participation**

Preparation of the tender will not be remunerated. Expenses will not be reimbursed either.

The DWI will pay a remuneration of 1.000 EUR for the presentation on-site or on the DWI premises or 500 EUR for an online presentation including statutory sales tax to each invited bidder giving presentations in the second part of the procedure. If the presentation will take place on the DWI premises the DWI will reimburse the bidder for the travel expenses, i.e. costs for flight and hotel for one person.

The bill claiming the remuneration shall be submitted on the day of the presentation. In the case of the successful bidder to whom the contract is awarded, the remuneration for the presentation will be offset against the contract amount.

#### **11 Unclear points in the procurement documents**

Should the procurement documents in the opinion of the candidates contain any ambiguities or inconsistencies, these must be brought to the attention of the DWI without delay, e.g. by making a corresponding query. Obvious ambiguities and inconsistencies not pointed out by a candidate although the candidate realised them or failed to do so due to gross negligence shall be at the candidate's expense.

#### **12 Note on legal remedies**

The DWI must comply with the provisions for the protection of bidders in contract award procedures. This is a right that bidders are entitled to claim.

If an undertaking interested in the contract feels that its rights are violated due to non-compliance with public procurement provisions, the violation must be reported to Deutsches Weininstitut GmbH within a period of ten calendar days (section 160 (3) sentence 1 no. 1 GWB). Violations of public procurement provisions which become apparent from the tender notice or the procurement documents must be notified to Deutsches Weininstitut GmbH by the end of the time limit for the submission of tenders specified in the notice (section 160 (3) sentence 1 no. 2 and 3 GWB).

If Deutsches Weininstitut GmbH informs the bidder that it is unwilling to redress the latter's objection, the bidder can, within 15 calendar days of having received the notification from Deutsches Weininstitut GmbH, request the Public Procurement Tribunal to initiate review proceedings (section 160 (3) sentence 1 no 4 GWB).

Unsuccessful bidders shall be informed accordingly before the contract is awarded, pursuant to section 134 (1) GWB. A contract must not be concluded earlier than 15 calendar days after this information has been sent to the bidders by Deutsches Weininstitut GmbH; this period shall be reduced to 10 calendar days if the information is sent by fax or by electronic means. The period starts on the day after Deutsches

Weininstitut GmbH has sent the information to bidders.

A request for review must be made in writing to the Public Procurement Tribunal (address: Vergabekammern des Bundes beim Bundeskartellamt, Villemombler Straße 76, 53123 Bonn, Germany). The language of the review proceeding is German.

### 13 Sample contract

If the contract is awarded by the DWI, the attached sample contract will be concluded automatically. For details, see Appendix A 3. *Sample Contract*. The sample contract stipulates which documents are deemed to be an integral part of this agreement and lays down the order of priority in which they shall apply.

### 14 Definite list/compilation of the required self-declarations, means of proof for eligibility and other documents to form part of the application

With reference to section 1.7, the award procedure is planned to be carried out in two stages. The documents provided by the DWI at this point of the award process can be found in the colored lines and columns in the table below. Documents that must be completed and submitted by the candidate are checked in the column "Candidate". Please note: Forms required only from bidding consortia, groups of economic operators and/or subcontractors are marked as "if applicable". Detailed information on the documents can be found in sections 6 and 7 of this Invitation to Submit a Request to Participate.

Documents required by the DWI for which no form is made available shall be scanned and submitted as pdf files. At the request of the DWI, candidates must be able to submit the original documents for inspection.

Summary of documents			Submit with the Tender			Submit at the latest before the contract is awarded
Appendix/ Form	Conditions / declarations / means of proof	Provided	Candidate	Members of the bidding consortium	Lenders of eligibility	Subcontractor
A 1.	General Terms and Conditions of Tender	x				
A 2.	Tender Specifications	x				
A 3.	Sample Contract	x				
A 4.1	Evaluation Matrix-Stage 1	x				
A 7.	Data Privacy Notice	x				
A 8.	User Guide for electronic tendering	x				
F 2.1	Cover letter - Request to Participate	x	x			

Summary of documents			Submit with the Tender			Submit at the latest before the contract is awarded
Appendix/ Form	Conditions / declarations / means of proof	Provided	Candidate	Members of the bidding consortium	Lenders of eligibility	Subcontractor
F 3.	Undertaking	x	x			
	Company Presentation		x			
F 4.1	Staff Qualification	x	x			
F 5.	Conflicts of Interest	x	x	if applicable		if applicable
F 6.	Company Reference	x	x			
F 7.	Grounds for Exclusion	x	x	if applicable		if applicable
F 8.	Bidding Consortium	x	if applicable	if applicable		
F 9.	Subcontracting	x	if applicable			
F 10.	Article 5 k) of Regulation (EU) No. 833/2014	x	x	if applicable		
F 11.	Loan of Eligibility/Subcontracting	x	if applicable		if applicable	if applicable
A 4.2	Evaluation Matrix-Stage 2	x				
A 9.	Overall Strategy	x				
A 10.	Scope of Tasks	x				
A. 11	Guidelines on Sustainable Event	x				
F 2.2	Cover Letter - Tender	x	x			
F 11.	Prices and Services	x	x			
F 12.1	Concept Table Presentation	x	x			
F 12.2	Conceptual Idea	x	x			
F 12.3	Marketing Strategy	x	x			
F 12.4	Sustainability implementation plan	x	x			