Contracting authority

Deutsches Evaluierungsinstitut der
Entwicklungszusammenarbeit gGmbH
Fritz-Schäffer-Str. 26
53113 Bonn

11.11.2026

Type of award
- [X] Public invitation to tender
- [ ] Restricted invitation to tender
- [ ] Restricted invitation to tender following public call for competition
- [ ] Negotiated award
- [ ] Negotiated award following public call for competition
- [ ] International NATO tender

Deadline for submission of tenders
Date 30.11.2026
11.45 AM Berlin Time

Binding period ends on 30.12.2026

Invitation to submit a tender
(Award procedure pursuant to UVgO)

Title of service

Measure number	Measure
	Expert on EU accession in the Western Balkans
Award number	Service
2026_0239_EVA4	DEval is looking for an expert for participating in the evaluation as a specialist for EU accession processes in the Western Balkans. The objective of this consultancy is to support the DEval team in evaluating the effectiveness, impact and sustainability of the progress made towards EU accession in Serbia, as well as the relevant contribution of German development cooperation to this progress. The expert will be involved in desk research, preparing data collection, conducting own data collection in virtual interviews, and data analysis as well as supporting the elaboration of conclusions and recommendations. For further details, please refer to the attached terms of reference.

Annexes

A) that remain with the tenderer and are to be observed in the award procedure

DEval_Matrice_2026_0239_EVA4_EU_Expeert_Western_Balkans.pdf
VVB 631- Invitation to submit a tender -UVgO 07-2019.pdf
VVB 632 - Conditions of tender for the award of services- UVgO 12-2017.pdf

B) that remain with the bidder and become part of the contract

Annex_02_DEval_GCC_Nov2020.pdf
Annex_04_Time_sheet.xlsx
DEval_Contract_Draft_2026_0239_EVA4_EU_Expert_Western_Balkans.pdf
DEval_ToR_2026_0239_EVA4_EU_Expert_Western_Balkans.pdf

C) that, where necessary, must be completed and submitted with the tender

CSX 51-Offer Cover Letter.pdf
Enclosure_02_Declaration_Against_Scientology.pdf

Enclosure_03_Self_Declaration_EU_Sanctions.pdf
Enclosure_04_Declaration_Commitment_Confidentiality.pdf
Enclosure_07_Declaration_of_Independence.pdf
Enclosure_08_Self_Disclosure.pdf
Enclosure_09_Professional_Indemnity_Insurance.pdf
Enclosure_12_Letter_of_Tender.pdf
Enclosure_13_GDPR_Art13.pdf
Fragebogen zur Leistungsbewertung.xlsx
Leistungsverzeichnis.xlsx
VVB 124_LD - Self-declaration of suitability in the following award procedure 07-2019.pdf
VVB 234_Declaration_tenderer_consortium 12-2017.pdf
VVB 235 _ List of services_Capacities of other companies 12-2017.pdf
VVB 633_Letter of tender - UVgO 07-2019.pdf

D) that must be completed and submitted to the contracting authority upon separate request

VVB 236 - Declaration of compliance by other companies 12-2017.pdf

1 We intend to award the services specified in the enclosed Terms of Reference on behalf of and for account of

In accordance with the EU regulation on Electronic Invoicing in Federal Public Procurement (E-Invoicing Regulation - ERechV), invoices of EUR 1,000 net or more must be submitted via the e-invoicing portal OZG-RE, provided by the Bundesdruckerei (Federal Printing Office). The access link to the OZG-compliant invoice receipt platform is: https://xrechnung-bdr.de/edi/account/login. The Leitweg-ID (buyer reference) for unambiguous addressing of e-invoices to DEval is: 992-80271-16.

2 Communication

Electronic communication via Deutsches Vergabeportal VMPConnector: https://www.dtvp.de/Center only

3 Documents (self-declarations, statements, certificates or other evidence)

If the contract sum exceeds € 30,000, the contracting authority will request from the Federal Office of Justice an excerpt from the Central Trade and Industry Register for the tenderer who is to be awarded the contract to confirm the declaration (Letter of Tender item 6).

3.1 The following documents shall be submitted with the tender:

Wirtschaftliche und finanzielle Leistungsfähigkeit

- Professional liability insurance (mittels Eigenerklärung vorzulegen): Proof of professional indemnity insurance or self-declaration that this will be taken out in the event of the contract being awarded.

Technische und berufliche Leistungsfähigkeit

- Curriculum vitae (CV) (mittels Eigenerklärung vorzulegen)
- References and/or list of publications (mittels Eigenerklärung vorzulegen)
- Technical proposal (mittels Eigenerklärung vorzulegen): See C8 of the attached martrice.
- University degree certificate (mittels Eigenerklärung vorzulegen)

3.2 The following documents shall be submitted to the contracting authority upon separate request

none

3.3 – void –

4 Award by lot

[X] no

☐ yes, tenders are possible

- ☐ only for one lot
- ☐ for one lot or several lots
- ☐ only for all lots (all lots must be offered)

5 Variant tenders

5.1 ☒ Variant tenders are not permitted, item 4 of the conditions of tender does not apply.

5.2 ☐ Variant tenders are permitted (see also item 4 of the conditions of tender) – except for variant tenders that exclusively include price reductions with conditions.

- ☐ for the entire service
- ☐ only for the areas listed below:
- ☐ with the exception of the areas listed below:
- ☐ subject to the following further conditions:
  - ☐ only in conjunction with a main tender

6 Evaluation of tenders

Criteria for the evaluation of the main and, if applicable, variant tenders

☐ Award criterion price

The price shall be determined from the scores of the tender.
The scores shall be determined from the recalculated tender amounts, in particular taking into account deductions.

☒ Several criteria in accordance with award criteria form

7 Admissible submission of tenders

☒ electronically in text form

☒ electronically with advanced signature/seal

☒ electronically with qualified signature/seal

☐ in writing

In the case of **electronic submission of tenders** in text form, the tenderer must be identifiable; if specified, the tender must include the required signature/seal.
The tender together with the attachments must be submitted to the contracting authority via the e-procurement platform by the end of the tender submission period.

If the **tender is submitted in writing**, the enclosed Letter of Tender must be signed and sent together with the enclosures in a sealed envelope to the following address by the end of the tender submission period or handed in there:

- ☐ See letterhead
- ☐ Address

8 Review body

Vergabekammer des Bundes beim Bundeskartellamt
Villemombler Str.76, 53123 Bonn

9 Further information

Miscellaneous

The evaluation of the price shall be based exclusively on the entries in the document “Leistungsverzeichnis.xlsx” submitted with the tender; any additional information to be provided directly in the tool provided by the awarding platform shall not be taken into account

Please always include the following number on all invoices: 2026_0239_EVA4