

Contracting authority

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

Aktuelles Datum:  
06.05.2026

Type of award	
<input checked="" type="checkbox"/>	Public invitation to tender
<input type="checkbox"/>	Restricted invitation to tender
<input type="checkbox"/>	Restricted invitation to tender following public call for competition
<input type="checkbox"/>	Negotiated award
<input type="checkbox"/>	Negotiated award following public call for competition
<input type="checkbox"/>	International NATO tender
Deadline for submission of tenders	
Date 15.06.2026	Time 10:00 AM CET
Local Time in Germany	
Binding period ends on 01.07.2026	

**Invitation to submit a tender**

(Award procedure pursuant to UVgO)

Title of service

Measure number

Measure

\_25\_FEM\_EPOLITIK\_Consultant Team in Namibia

Award number

2026\_0062\_EVA3

Service

As part of the evaluation, a case study will be conducted in Namibia, provisionally scheduled during the period from September to October 2026. The field phase is an important step in the evaluation process: it serves to involve stakeholders in the partner country and collect data on site. To support this, a local consultant team will be hired to assist with the content and organisational preparation, the collection of data on site, the evaluation of data and the follow-up to the case study. The service provision shall be from 01.07.2026 until 31.03.2028 (see ToR for details).

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

DEval\_2026\_0062\_EVA3\_Matrice\_Consultant Team Namibia.pdf

DEval\_Time Sheet\_EN.xlsx

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**

DEval\_2026\_0062\_EVA3\_Contract Consultant Team in Namibia.pdf

DEval\_2026\_0062\_EVA3\_ToR\_Consultant Team\_Namibia.pdf

DEval\_GCC\_Nov2020.pdf

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

DEval\_2026\_0062\_EVA3\_CSX 51-Offer Cover Letter.pdf

DEval\_2026\_0062\_EVA3\_Enclosure\_Letter\_of\_Tender.pdf

DEval\_2026\_0062\_EVA3\_VVB 124\_LD - Self-declaration of suitability.pdf

DEval\_2026\_0062\_EVA3\_VVB 234\_Declaration\_tenderer\_consortium 12-2017.pdf

DEval\_2026\_0062\_EVA3\_VVB 235 \_ Services Capacities of other companies.pdf  
 DEval\_2026\_0062\_EVA3\_VVB 633\_Letter of tender.pdf  
 DEval\_2026\_0062\_EVA3\_Calculation Sheet\_Travel Expenses and Transcription.xlsx  
 DEval\_2026\_0062\_Price Sheet\_Leistungsverzeichnis.xlsx  
 DEval\_Enclosure\_Declaration\_Against\_Scientology.pdf  
 DEval\_Enclosure\_Declaration\_Commitment\_Confidentiality.pdf  
 DEval\_Enclosure\_Declaration\_of\_Independence.pdf  
 DEval\_Enclosure\_Self\_Declaration\_EU\_Sanctions.pdf  
 DEval\_Enclosure\_Self\_Disclosure.pdf

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

DEval\_2026\_0062\_EVA3\_VVB 236 - Declaration of compliance.docx

**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 VMPCconnector: <https://www.dtv.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:**

- Certificates
- Copy of Passport
- Curriculum Vitae
- List of publication and relevant projects

**3.2 The following documents shall be submitted to the contracting authority upon separate request**  
none

**3.3 – void –**

**4 Award by lot**

☒

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

### Consideration of workshops for persons with disabilities and inclusive businesses

If the tender of a recognised workshop for disabled persons or a recognised workshop for the blind or comparable institutions (hereinafter referred to as 'preferred tenderers') offers the same value for money as the otherwise best value tender of a non-preferred tenderer, the contract shall be awarded to the preferred tenderer. In assessing the value for money of the tender, the price offered by the preferred tenderers shall be considered with a deduction of 15 per cent. The precondition for including the deduction is that the production of the supplies offered is carried out to a significant extent by the preferred tenderers. This shall be the case particularly if the value added by their employees amounts to more than 10% of the net value of the purchased goods.

## 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

1. For price calculation, the calculation sheet must be completed in addition to the file "Leistungsverzeichnis" (= price sheet). This is necessary so that you can calculate your transport, accommodation, daily allowance and transcription costs based on our specifications and we can verify your calculation.
2. The total amount in the Leistungsverzeichnis" (= price sheet) does not reflect the total order volume but is used for comparison purposes.
3. 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.
4. Since DEval is not subject to value-added tax (VAT), the reverse charge tax mechanism does not apply. If the contractor is liable for VAT, they are responsible for paying it in their own country.