

Name and address of the tenderer
(Company name according to Commercial Register)

Place:	
Date:	
Tel.:	
Fax:	
Email:	
VAT ID no.:	
Commercial Register number:	
Court of Registration:	
Institute for Federal Real Estate no.:	

(Name and address of contracting authority)

DEval gGmbH
German Institute for Development Evaluation
Fritz-Schäffer-Str. 26 53113 Bonn
Germany

Letter of Tender

Designation of service:

Measure number

Measure

Consultant Team in Namibia

Award number

Service

2026_0062_EVA3_

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. Please see the attached Terms of Reference for more details.

Annexes which form part of the contract (to be marked with a cross and completed and enclosed by the tenderer)

☐

Bill of quantities/specification (short or long version) containing the prices as well as the required information and declarations

☐

234

Tendering consortium

☐

235

List of services/capacities of other companies

☐

248

Declaration on the use of wood products

☐

Variant tender(s)

☐

☐
☐

Annexes which serve to explain the tender without becoming part of the contract (to be marked with a cross and completed and enclosed by the tenderer)

- | | | |
|--------------------------|--------|--------------------------------------|
| <input type="checkbox"/> | 124_LD | Self-declaration of suitability |
| <input type="checkbox"/> | | European Single Procurement Document |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

1 I/We offer to perform the above service at the prices I/we have stated.

I/we shall be bound by my/our tender until the expiry of the binding period.

2 The final tender amount of the main tender pursuant to the Terms of Reference including VAT is

_____ euros

3 Number of variant tenders

4 Unconditional discount on the invoice amount for main and all variant tenders

_____ %

5 In addition to this Letter of Tender and its annexes, the following form part of my/our tender:

- Standard Official Contracting Rules for Services, Part B (VOL/B), 2003 version
- Documents in accordance with the invitation to tender, annexes - Part B

6 I/We declare that

- I/we fulfil the requirements under trade law for the performance of the service offered.
- I/we accept the wording of the long version of the bill of quantities drawn up by the contracting authority as solely binding.
- any amendments to the tender documents received by me/us are the subject of my/our tender.
- the product proposed by the contracting authority is the content of my/our tender, if parts of the Terms of Reference of the contracting authority include the supplement 'or equivalent' and no product details (manufacturer and type designation) have been entered by me/us.
- in the event that I/we have submitted more than one variant tender, my/our tender also includes the cumulation of the variant tenders that are not mutually exclusive.
- I/we will pay liquidated damages equal to 15 per cent of the gross invoice amount of this contract if I/we have demonstrably entered into an agreement in connection with the award which constitutes an unlawful restriction of competition, unless I/we can prove lesser damages.

Signature (for written tender)

If

- **in the case of a tender submitted electronically in text form, the tenderer is not discernible,**
 - **a written tender is not signed at this point, or**
 - **an tender submitted electronically that must be signed/electronically sealed, is not signed/electronically sealed as specified,**
- the tender will be excluded.**