

Specification of Services

**Commissioning of Consultancy Services for the
Preparation and Submission of an EU Project Proposal**

Tender No.: OeA-244-26

Contracting Authority:
Technische Universität Berlin, The President
Straße des 17. Juni 135
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1 Description of Services

Technische Universität Berlin (TU Berlin, the Contracting Authority/CA) intends to commission consultancy services for the technical and organisational preparation, support in drafting, and timely submission of an EU project proposal.

1.1 Background

The TU Berlin department plans to submit an EU project proposal in the field of renewable energy in response to a call under the Horizon Europe programme.

2 Maximum Price

The maximum price is 25,000.00 euros gross / EUR 21,008.40 net and is binding for all bidders/bidding consortia. This means that bidders/bidding consortia submitting a higher bid price will be excluded from the remainder of the procedure.

The maximum price must already include/account for any chargeable ancillary services that may arise. Claims exceeding the bid cannot be asserted against TU Berlin.

3 Service Requirements

The following describes the minimum criteria for the scope of services and the required framework conditions for this tender.

All conditions required in the specification of services are mandatory. If compliance with the specified minimum criteria is not clearly evident from the bid, or if these criteria are not met, the bid will be excluded from the award procedure.

3.1 General Information

Publication of the call for proposals is expected in December 2026. The submission deadline is 31.03.2027.

3.2 Scope of Services

The contractor (the Contractor) is responsible for supporting the preparation, coordination and submission of the EU project proposal. This includes in particular the following services:

Support in designing the project proposal:

- Analysis of the funding call and derivation of the requirements for the project proposal.
- Development of a coherent project concept in cooperation with the TU Berlin department (CA) and in line with the requirements of the funding call.
- Support in structuring the work plan and defining the work packages.

Support in building the consortium:

- Identification of suitable project partners (at least 10) in consultation with the CA
- Communication (by telephone and/or online video) with potential partners and collection of the required documents (declarations of intent/Letters of Intent).

Support in drafting the project proposal:

- Preparation of a template for the proposal texts in accordance with EU requirements.
- Coordination of the writing process among the project partners.
- Editorial review and consolidation of the project partners' contributions.
- Drafting of key cross-cutting sections of the project proposal (management, impact).

Support in budget planning:

- Preparation of a draft budget plan in accordance with EU requirements.
- Coordination of the budget plan with the project partners.

Formal submission of the project proposal:

- Ensuring the timely and formally correct submission of the project proposal via the EU portal, including fulfilment of all administrative requirements.

4 Additional Services to Be Provided

4.1 Requirements for Project Staff

The services within the scope of the project must be provided exclusively by qualified staff with a team size of at least 1 person. The staff deployed and their permanent deputy (also at least 1 person) must meet the following requirements:

- Very good written and spoken English, at least level B2.
- Demonstrable experience in successfully applying for EU projects (Horizon 2020 / Horizon Europe).
- Excellent knowledge of the EU research funding landscape.
- Experience in working with international project consortia.

The CA reserves the right to verify the suitability of the proposed staff during contract performance and to request their replacement if the requirements are not met.

4.2 Consulting & Consultations

The Contractor undertakes to be available for continuous technical support and advice to the CA's project staff on working days during normal office hours (09:00 to 17:00), online and by telephone, in English (at least level B2)

Support is provided through regular coordination meetings (jour fixe) and short-notice consultations as required. For this purpose, after the contract has been awarded, the Contractor must name a contact person and a permanent deputy who meet the requirements for project staff set out in Section 4.1.

A change of contact person during the project term is only possible with the CA's consent.

4.3 Documentation

The documentation must be handed over upon delivery in digital form (PDF) in German and/or English, or a download link must be provided.

5 Processing Period / Milestones

All services must be provided within the period from 02.11.2026 to 15.03.2027 with the following milestones (MS):

MS 1	MS 2
Kick-off meeting: project start and concept design Deadline: no later than 16.11.2026 • Holding the kick-off meeting, • Analysis of the funding call, • Agreement on the project concept and the proposal structure, • Start of identifying and approaching suitable project partners, • Preparation and handover of minutes of the kick-off meeting to the Contracting Authority.	Full performance of services Deadline: no later than 15.03.2027 Milestone 2 is deemed achieved when all agreed services have been fully provided, in particular: • Building the international project consortium with at least 10 suitable project partners, • Drafting and coordination of the project proposal, including budget planning, • Coordination and consolidation of the project partners' contributions, • Handover of the complete, formally checked, submission-ready project proposal, including all required documents, to the Contracting Authority.

6 Terms of Payment

6.1 Remuneration for Services

Instalment payments will be made during the project term exclusively for services rendered. Successful achievement of the milestones set out in Section 5 is the basis for the CA's assessment and release of funds.

Assessment of milestone completion is based on the criteria in the finalised written handover to the CA.

Funds (incl. VAT) will be released according to the following breakdown:

Release of funds for the fulfilment of	Deadline for performance of services	Percentage of total bid price
Milestone 1	No later than 16.11.2026	50%
Milestone 2	expected 15.03.2027	50%

7 Place of Performance

Technische Universität Berlin, Ackerstr. 76, 13355 Berlin

The Contractor is free to choose the place where the service is provided (concept design, digital meetings, etc.). The Contractor shall provide the necessary resources (including staff, premises and IT) independently, and these must be included in the price calculation.

The services will be provided predominantly remotely via online meetings and online collaboration tools. If required, meetings may take place on TU Berlin premises.

8 Dates / Period of Performance

Start of performance: The service may commence from the day the contract is awarded (expected to be 02.11.2026).

End of performance: The service must be completed by 15.03.2027 at the latest.

The agreed delivery and performance deadlines are binding. Delays in delivery and performance must be reported to TU Berlin without delay. This applies where, due to significant and unforeseeable circumstances of a political and/or economic nature, supply shortages or supply chain disruptions occur that are outside the Contractor's area of responsibility. When informing TU Berlin promptly of this, the delivery times expected at that point must also be stated.

9 Documents to Be Submitted

In addition to the forms to be submitted by the company (see tender documents), the following points must be set out in writing in the bid. If the following points are not set out in writing, the bid will be excluded.

- **TUB – Bidder's Cover Letter (Angebotsschreiben):** Please submit this document, completed, together with your bid.
- **TUB – Price Sheet (AC¹):** Please submit this document, completed, together with your bid.
- **TUB – Wirt Declarations (SC²):** Please submit these documents, completed, together with your bid:
 - Wirt-124
 - If applicable:
 - Wirt-235
 - Wirt-236
 - Wirt-238
- **Self-declaration on service provision (SC):** The bidder declares, by way of a self-declaration, that the submitted bid meets all service provision requirements set out in Sections 3 and 4 and will comply with them during contract performance.
- **References (SC):** To demonstrate technical and professional capacity, at least 1 suitable reference must be provided in each case for the significant services rendered within the last three years at most.

The references must demonstrate experience in the following areas:

 - Design and successful application for EU-funded projects, in particular under Horizon 2020 and/or Horizon Europe,
 - Consulting or concept design in the field of EU research funding,
 - Design, set-up and/or support of international project consortia,
 - Cooperation with project partners or institutions from member states of the African Union.

For each reference, at least the following information must be provided:

 - Title and brief description of the project or the service provided,
 - Period of service provision,
 - Public or private client/recipient,
 - Brief description of the bidder's own role and the specific services provided, in particular with regard to EU project proposal preparation and international consortium work.

¹ AC = Award criterion (Zuschlagskriterium)

² SC = Suitability criterion (Eignungskriterium)

- **CV (SC):** In addition, for the persons designated to provide the services, written and spoken English skills of at least level B2 (CEFR) must be demonstrated in accordance with Section 4.1.

10 Award Criterion and Weighting

Taking all circumstances into account, the contract will be awarded to the most economically advantageous bid. The evaluation is based on the submitted bid. It is therefore in the bidder's interest to provide all requested information in as much detail and as accurately as possible.

The award criterion is 100.00% the total net bid price.