

Procedural information

Conclusion of framework agreements for IT Professional services

[Award number: Group_CIS-PP_IT-Professional Services_001]



Client
SEFE Energy GmbH

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01 GENERAL INFORMATION ABOUT THE PROJECT

01.01 STATUS AND PURPOSE OF THIS DOCUMENT

This document is part of the tender documents and contains the description of the procedural instructions for the implementation of the 2nd stage of the award procedure for SEFE Energy GmbH.

In accordance with Section 119 (5) GWB in conjunction with Section 13 (1) SektVO in conjunction with Section 15 SektVO, the service will be put out to tender throughout Europe as a negotiated procedure with a preceding participation competition.

01.02 PROJECT NUMBER/DESIGNATION

The provision of IT Services Project has the award number Group_CIS-PP_IT-Professional Services_001 and bears the designation:

"IT Professional Services Framework Tender"

The project name must be indicated on all documents.

01.03 PROJECT CLIENT

The client is:

SEFE Energy GmbH
Königstor 20
34117 Kassel

SEFE Energy GmbH reserves the right to transfer its position as a client to its wholly owned sister company SEFE Energy Holding GmbH in the course of the proceedings due to internal restructuring measures.

01.04 PROJECT MANAGERS AT THE CLIENT

Commercial:

Jeremy Atkins
Phone :+447350 457526
Email: Jeremy.Atkins@sefe.eu

Technical:

Heiner Schraven
Email: heiner.schraven.ext@sefe.eu

01.05 SUPERVISION OF AWARD PROCEDURES

The award procedure is supervised by:

SEFE Securing Energy for Europe GmbH
Markgrafenstraße 62
10969 Berlin

All communication in connection with this award procedure must be conducted electronically via the procurement platform. Enquiries by e-mail to the client or the procedural support cannot be processed.

01.06 CONFIDENTIALITY OF PROCUREMENT DOCUMENTS

The tender documents, including the annexes, may only be used for the preparation of a bid and for the fulfilment of the contract. Disclosure to third parties is not permitted. Any use for other purposes is prohibited. Any publication (even in extracts) is only permissible with the express written permission of the Client.

If no tender is submitted, the tender documents shall be destroyed under the applicant's own responsibility.

02 SUBJECT OF THE CONTRACT

The subject of the planned contract for the project is the following services:

A. IT Professional services within the meaning of the required qualification profiles (see Schedule 1)

The assignment is carried out in accordance with the terms of the contract.

The contract is expected to end in 2030.

03 STRUCTURE OF THE FRAMEWORK AGREEMENT

In accordance with the nature of framework agreements, the selection of the bidders to be commissioned and the respective commissioning take place at two stages.

After completion of the participation competition, a maximum of 4-6 applicants with the highest number of points will be invited to submit bids. If several applicants with a fixed maximum number meet the requirements equally and the number of applicants is too high even after an objective selection, the decision is made by drawing lots among them.

Of these up to four framework contract partners will be selected on the basis of the award criteria set out in Section 05 and Annex 3. The selection is made on the basis of the resulting point ranking from the award criteria.

The selected framework contract partners thus form a pool of companies for IT professional services.

The commissioning of specific individual contracts takes place at the second stage of the award of the individual contract. To this end, the group of bound framework contract partners is invited to submit an offer within the framework of a so-called mini-competition on the basis of a specific performance query. The evaluation is based on the award criteria specified in the contract. The respective individual contract is awarded to the framework contract partner who submits the most economical offer.

04 SCOPE OF SERVICES OF THE 2ND STAGE SEKTVO PROCEDURE

The description of the services to be provided can be found in the service description.

For the sake of clarity, the award document does not expressly distinguish between individual bidders and bidding consortia and only uses the term "bidder".

In order to select the bidder who, with regard to the task at hand, offers the guarantee of appropriate and high-quality performance of services, the contracting authority conducts contract negotiations with the selected bidders.

In detail, the following information is required of the bidder in this negotiated procedure:

04.01 FEE OFFER

The fee offer can be made by filling in the attached fee sheet. The offer letter shall be signed in text form, taking note of the model contract. Changes and extensions in the given texts are not permitted.

The daily rates for the required qualification profiles must be stated by the tenderer. Costs such as overhead costs, annual contractor assessment and quality controls, implementation of all relevant legal regulations and operational instructions, IT equipment such as PCs, software licenses, etc. must be included in the daily rates.

Note: Entry in number format is required. Other characters such as "-" or "/" cannot be counted. Please check that all the necessary fields have been filled in.

Notes on valuation: The average sum of the daily rates provided by bidders is compared with each other. Point evaluation: 4 points are awarded to the bid with the lowest rating. 0 points are awarded to an offer with 2 times the lowest rating total. All offers above this will also receive 0 points. For intermediate offers, the point evaluation is carried out by means of linear interpolation. All calculation results are rounded to two decimal places.

The final contract will be concluded on the basis of the results of the negotiation meeting and the submitted final offer.

The bid documents must be submitted electronically via the procurement platform only!

04.02 PRESENTATION / NEGOTIATION TALKS

The Client conducts a negotiation meeting with the Bidder (subject to the possibility of holding the appointment as a web conference). The tender shall be deemed to be eligible for award by the contracting authority only if the tender letter in text form and thus follow the model contract (see documents Contract conditions) including the fee offer and the minutes are signed by the bidder after the conclusion of the negotiation meeting.

In the negotiation meeting, the bidder must present and explain all content relating to the award criteria.

Note: The explanations of all points according to Evaluation Matrix II must be submitted digitally in the handout for the presentation with the initial offer.

The presentation is followed by a negotiation meeting in which the fee offer and the framework conditions of the contract are agreed.

The duration of the presentation or negotiation is scheduled to be approx. 120 minutes. For the assembly and dismantling of the technology, the bidder will be provided with the room 5 minutes in advance, the following procedure is planned:

Agenda

1. Welcome and presentation of the client committee	15min
2. Bidder presentation	45 min
3. Queries	15 min
4. Bid clarification and contract negotiation	40 min
5. Reading of the minutes, signing, saying goodbye	5 min

The minutes of the negotiation meeting are drawn up on site, checked and signed by both sides.

If the negotiation meeting is conducted as a web conference, the minutes must subsequently be signed by the bidder and submitted via the procurement platform with the final offer.

05 AWARD CRITERIA

In accordance with § 52 para. 1 SektVO, the contracting authority concludes the contract with the bidder who, on the basis of the terms of the contract, offers the most economical offer and can be expected to provide the best service. The evaluation is carried out taking into account the named weighting number with a point rating between 0 and 4 points. A maximum of 4 points can be achieved per evaluation criterion.

Further sub-criteria as well as the procedure for the evaluation (awarding 1, 2, 3 or 4 points) can be found in the attached evaluation matrix.

The selection of the suitable bidder is made in accordance with § 52 para. 3 SektVO according to the award criteria published below:

Evaluation Criteria (Award Criteria)		Weighting
A.	Resource Skills	40%
B.	Resource Availability	10%
C.	Methodology and approach to AD/SI	15%
D.	Methodology and approach to AM & Support	5%
E.	Methodology and approach to Quality Assurance	5%
F.	Rate Card Pricing	25%

The evaluation committee is expected to consist of at least three voting members, whose names will be announced during the negotiation talks.

The point evaluation of the award criteria is carried out as a collective evaluation. The jury members of the client agree on a common point value for each award criterion (except the fee/price criterion) after professional discussion and justify it according to the announced criteria. Only whole point values are awarded (except for the fee/price criterion).

All tender components must be taken into account in the evaluation. This includes both the written documents submitted by the bidder as well as oral presentation parts, which are documented in writing by the minutes. The evaluation is carried out as an overall consideration and is documented in writing with a justification for the number of points awarded.

06 DOCUMENTS TO BE SUBMITTED

06.01 DOCUMENTS TO BE SUBMITTED FOR THE SUBMISSION OF THE INITIAL OFFER

In the procedure, the bidder must submit the following documents digitally to the initial offer:

- A. the offer letter, which is completed and signed in text form (Annex 1)
- B. the fully completed fee sheet (Annex 2)
- C. the digital handout for the presentation (complete presentation of the required content according to the Award Criteria).

06.02 DOCUMENTS TO BE SUBMITTED FOR PRESENTATION / NEGOTIATION

- D. the digital handout for the presentation (complete presentation of the required content according to Evaluation Matrix II).

06.03 DOCUMENTS TO BE SUBMITTED FOR THE SUBMISSION OF THE FINAL OFFER

In the procedure, the bidder must submit the following documents for the final offer:

- E. the offer letter, which is completed and signed in text form
- F. the fully completed fee sheet

As a matter of principle, all bid documents must be submitted electronically via the procurement platform! Submission in paper, by e-mail, fax or via the communication area of the procurement platform leads to exclusion from the further procedure. All files are to be saved as PDF files, and the spreadsheet is also to be saved as an Excel file. The file naming must be comprehensible. The individual file sizes must not exceed 100 MB in size

07 DATES

07.01 QUERIES

Queries in the 2nd stage of the negotiated procedure can be submitted electronically via the procurement platform on an ongoing basis up to 13 calendar days before the submission deadline.

The queries are collected, anonymised, answered and made available to all bidders electronically via the procurement platform.

07.02 SIGHTSEEING

An organized inspection by the client does not take place.

07.03 DEADLINE (INITIAL OFFER)

The required documents must be submitted via the tender platform Cosinex by 18:00 on 2nd September 2026. Access in the system is decisive. Documents received too late will automatically not be considered.

Questions regarding the submission of the documents must be submitted electronically via the procurement platform.

07.04 NEGOTIATION MEETING DATE

The negotiation talks are planned for 5th – 11th October 2026. The place and time will be announced in a separate invitation.

07.05 DEADLINE (FINAL OFFER)

At the end of the negotiations, the contracting authority shall set a uniform deadline for the submission of new or revised tenders in accordance with Section 15(3) of the SektVO. The required documents are expected to be submitted **electronically via the procurement platform by 21st October 2026**. Access in the system is decisive. Documents received too late will automatically not be considered.

Questions regarding the submission of the documents must be submitted electronically via the procurement platform.

07.06 CONCLUSION OF THE FRAMEWORK AGREEMENT

The order is to be confirmed by the management of SEFE Energy GmbH. The client will then send out the information and rejection letters. The conclusion of the framework agreements with the selected bidders is planned for the end of November immediately after the expiry of the information and waiting period pursuant to Section 134 (2) GWB.