**Procurement procedure for consultancy and support services (CSS)**

**Guinea, Sierra Leone, Liberia**

Letter of Tender

**Please note: The initial tender must have been received electronically by**

**27th February 2026 by 5:00 PM (Berlin, Germany, local time, equivalent to UTC+1)**

**at the following email address of the Contractor: CSS\_GIN\_SLE\_LIB@ewde.de**

|  |
| --- |
| **Client** |
| Evangelisches Werk für Diakonie und Entwicklung e. V.  for Brot für die Welt  Caroline-Michaelis-Str. 1  10115 Berlin  Germany |

|  |  |
| --- | --- |
| **Tenderer** | |
| *Name:*    *Address:* | *Telephone:* |
| *Email:* |
| *Tax number or proof of tax exemption:* |
| *Responsible contact person on the tenderer’s side:* |

# Tender

1. We submit a tender for

Financial management

1. We agree to be bound by our tender until the **30.06.2026**

3. The tender is based on the application, award and contract conditions sent with the invitation to tender, as well as the terms of reference and other conditions specified therein and the tenderer information, which we acknowledge and undertake to comply with.

4. No changes/additions have been made to the documents.

# Declarations on bidding consortium, reliance on the resources of other entities and subcontractors

(Please tick where applicable)

Bidding consortium

1. We are a bidding consortium and have therefore enclosed the declaration for bidding consortia attached in **Annex 1.5**. All declarations contained in this letter are made on behalf of all members of the bidding consortium. We have enclosed the evidence and declarations in **Annex 1.1** for all members of the bidding consortium, and those in **Annex 1.2 to 1.4** insofar as the bidding consortium relies on them as proof of eligibility.

Reliance on the resources of other entities

1. We do not meet the eligibility requirements in the following respects:      . We use the support of other entities to meet these requirements. The certificates of eligibility, consisting of **Annexes 1.1 to 1.4** as well as the declaration of commitment (**Annex 1.6**) of the supporting entities are attached as additional annexes.
2. Since the lack of eligibility pertains to economic and financial capacity, we declare that we are jointly and severally liable with the third party/parties for the execution of this contract in accordance with the scope of our reliance on their capacities.

Subcontractors

1. We intend to subcontract the following partial services:

|  |
| --- |
|  |

1. We have enclosed further details in **Annex 1.7**
2. We will submit **Annex 1.7** at the request of the Client.
3. We have enclosed Appendix 1.8, completed by the subcontractor.

**We hereby confirm the submission of the above tender including the enclosed annexes:**

|  |  |
| --- | --- |
| *Place and date:* | *Position:* |
| *Name of authorised representative:* |

**The following annexes are enclosed** (please tick as appropriate):

Annex 1 – Proof of eligibility

Annex 1.1 – Proof of eligibility: Company profile

Annex 1.2 – Proof of eligibility: Sales data

Annex 1.3 – Proof of eligibility: Information on employees

Annex 1.4 – Proof of eligibility: References

Annex 1.5 – Declaration of the bidding consortium (if applicable)

Annex 1.6 – Declaration of commitment regarding reliance on the resources of other entities (if applicable)

Annex 1.7 – Subcontractor declaration (may be submitted later)

Annex 1.8 – Declarations on the absence of grounds for exclusion and on eligibility (to be completed by the bidder and additionally by each subcontractor, if applicable)

Annex 1.9 – Further explanations of the tender

Annex 2. – Concept

Annex 3 – Financial offer

Annex 4 – Personnel concept and CVs of all consultants (including subcontractors) according to EUROPASS

**Annex 1.1 – Proof of eligibility: Company profile**

Brief company description or description of the individual applicant, in particular information on business activities, number of employees and structure, company structure and, if applicable, affiliation to a group (interdependencies under company law, but also other financial interests or economic links, in particular loss assumption obligations, letters of comfort or other financial safeguards via a parent company). In this context, the applicants have to prove in particular that institutional neutrality and impartiality are guaranteed in the execution of the contract. In the case of a bidding consortium, the information is provided for all members.

*Insert here or enclose as a separate annex.*

**Annex 1.2 – Proof of eligibility: Sales data**

Please enter sales figures for the past three financial years completed in euros. Also to be completed by individual consultants.

|  |  |  |
| --- | --- | --- |
| **Year** | **Total turnover in € net** | **Turnover in € for comparable services** |
|  |  |  |
|  |  |  |
|  |  |  |

**Annex 1.3 – Proof of eligibility: Information on employees**

Information on the average number of employees by job field in the last 3 financial years (full-time equivalents).

|  |  |  |  |
| --- | --- | --- | --- |
| **Year →**  **Number of employees ↓** |  |  |  |
| Total: |  |  |  |
| Job field: |  |  |  |
| Job field: |  |  |  |
| Job field: |  |  |  |
| Job field: |  |  |  |
| Job field: |  |  |  |

**Annex 1.4**[[1]](#footnote-1) **– Proof of eligibility: References**

Reference list of the main comparable services performed in the last three years before the expiry of the tender period. The brief description is intended to present and demonstrate experience and knowledge with/about the following aspects.

**For** Financial management experience with and knowledge of:

* Work by and with NGOs, legal framework for civil society organisations or NGOs
* Funding conditions of international donor organisations
* Training and consultancy
* Financial management
* where available: consultancy and training for civil society organisations in the field of financial management
* where available: the management of donor funds, contracts and procurement guidelines
* where available: internal control systems
* where available: other relevant capacity building measures
* where available: digital, ICT-supported consultancy approaches in the above thematic fields

|  |  |
| --- | --- |
| **Reference 1:** | |
| Contractor: |  |
| Invoice value: |  |
| Performance period: |  |
| Place and language: |  |
| Brief description: |  |

|  |  |
| --- | --- |
| **Reference 2:** | |
| Contractor: |  |
| Invoice value: |  |
| Performance period: |  |
| Place and language: |  |
| Brief description: |  |

|  |  |
| --- | --- |
| **Reference 3:** | |
| Contractor: |  |
| Invoice value: |  |
| Performance period: |  |
| Place and language: |  |
| Brief description: |  |

|  |  |
| --- | --- |
| **Reference 4:** | |
| Contractor: |  |
| Invoice value: |  |
| Performance period: |  |
| Place and language: |  |
| Brief description: |  |

|  |  |
| --- | --- |
| **Reference 5:** | |
| Contractor: |  |
| Invoice value: |  |
| Performance period: |  |
| Place and language: |  |
| Brief description: |  |

**Annex 1.5 – Declaration of the bidding consortium**

*Only required if there is a bidding consortium.*

We, the following members of a bidding consortium, declare that

* the first-named managing member represents the members of the bidding consortium in a legally binding manner towards the Contractor
* the managing member is entitled to accept payments with unlimited effect for each member
* all members are jointly and severally liable for the performance of the contract during the term of the contract

Please note that the signatures of all the tenderers listed below are required.

|  |  |
| --- | --- |
| Managing member | |
| *Name of the entity:* | |
| *Tax number or proof of tax exemption* |  |
| *Place and date:* | *Name and signature of authorised representative:* |

|  |  |
| --- | --- |
| Member | |
| *Name of the entity:* | |
| *Tax number or proof of tax exemption:* |  |
| *Place and date:* | *Name and signature of authorised representative:* |

|  |  |
| --- | --- |
| Member | |
| *Name of the entity:* | |
| *Tax number or proof of tax exemption:* |  |
| *Place and date:* | *Name and signature of authorised representative:* |

|  |  |
| --- | --- |
| Member | |
| *Name of the entity:* | |
| *Tax number or proof of tax exemption:* |  |
| *Place and date:* | *Name and signature of authorised representative:* |

**Annex 1.6 – Declaration of commitment regarding reliance on the resources of other entities**

*Only required if tenderer relies on the resources of other entities. If several declarations are required, please duplicate. Please note that the signatures of all the tenderers listed below are required for the submission of the application.*

We,

|  |
| --- |
| *Name and address of the supporting entity:* |

are aware that

|  |
| --- |
| *Name of the tenderer:* |

has submitted a tender on the following selection process: citing our expertise and qualifications to demonstrate their eligibility.

We undertake to assist

|  |
| --- |
| *Name of the tenderer:* |

in preparing and carrying out contractual services and, in the event of a contract being awarded, to make available the following resources:

|  |
| --- |
| *Resources that will be made available:* |

This will be done as follows:

|  |
| --- |
| *Ways in which resources will be made available:* |

Please tick, if applicable:

As the reliance on the capacities of other entities relates to economic and financial capacity, we declare that we are jointly and severally liable with the tenderer for the execution of the contract in accordance with the scope of their reliance on our capacities.

|  |  |
| --- | --- |
| *Place and date:* | *Name and signature authorised representative and stamp:* |

**Annex 1.7 – Subcontractor declaration**

*Only required if subcontractors are expected to be involved. This declaration can be submitted later.*

|  |  |
| --- | --- |
| Service area | Intended subcontractor[[2]](#footnote-2) (if known at the time of bidding) |
|  |  |
|  |  |
|  |  |
|  |  |

**Annex 1.8** – **Declarations on the absence of grounds for exclusion and on eligibility**

*The document is to be completed by the bidder and additionally by subcontractors.*

We demonstrate the absence of grounds for exclusion and our eligibility as follows:

Absence of grounds for exclusion

We assure that

* we have fulfilled our obligations to pay taxes, duties and contributions to the statutory social insurance scheme
* no insolvency proceedings or comparable statutory proceedings have been applied for, opened or rejected for lack of coverage of the costs of the proceedings, and we are not in liquidation
* and furthermore neither our entity nor its management staff have committed any serious misconduct that calls our integrity into question
* we assure that there are no grounds for exclusion according to § 123 and § 124 GWB [Competition Act] in connection with § 31 UVgO [Regulation on sub-threshold procurement].

In the case of a bidding consortium:

The preceding declarations on the absence of grounds for exclusion apply to all members of the bidding consortium.

Eligibility

* We have not made any inaccurate statements regarding our eligibility.
* In **Annexes 1.1 to 1.4** we have attached the required proofs of eligibility and declarations.
* At the request of the Client, we will submit evidence and declarations in accordance with 6.10 Application Conditions.

|  |  |
| --- | --- |
| *Place and date:* | *Position:* |
| *Name of authorised representative:* |

**Annex 1.9** – **Further explanations of the tender**

* We assure that we have not made any inaccurate declarations regarding our expertise, capacity and reliability in the award procedure.
* We assure that we have not entered into any inadmissible, competition-restricting agreements with third parties in relation to the award.
* We assure that if we are awarded the assignment, there are no conflicts of interest and that the assignment will be carried out solely in the interests of the assignment and the Client.
* We declare that we have the technical equipment to carry out the contract. We use common file formats for communicating with the Client and partner organisations. We have the necessary software and hardware to use and create word processing documents, spreadsheets and presentations. We also have programs such as Zoom to be able to implement digital consultancy services. We understand that the Client does not bear any additional costs for communication and administration (e.g. telephone charges, Zoom licences, etc.), but that these are covered by the agreed remuneration (fee).
* We declare that the Client may verify our information and, if necessary, request supplementary documents for the delivery of the service, while maintaining confidentiality. We declare that we will present our first offer in negotiations in accordance with the terms and conditions of the tender.
* We declare that we have fully examined the procurement documents and are able to assess the services to be provided and the conditions applicable to the procedure with the accuracy required for the tender.
* We agree that the personal data provided by us may be processed and stored for the tender procedure. If our tender is successful, we hereby declare our consent to the disclosure of our name and the features and benefits of our tender to unsuccessful tenderers in accordance with the requirements of the German Public Procurement Regulations (Section 46 Unterschwellenvergabeordnung (UVgO/ Regulation on sub-threshold procurement) and Section 62 Verordnung über die Vergabe öffentlicher Aufträge (VgV/ Regulation on the award of public contracts).

1. Please tick the following declaration if desired:

We agree that the data provided will be retained for consideration in any future procurement.

1. We are aware that a knowingly false declaration or anti-competitive agreement may result in exclusion from this and further tenders.

|  |  |
| --- | --- |
| *Place and date:* | *Position:* |
| *Name of authorised representative:* |

**Annex 2 – Concept**

*To be enclosed with the tender. Insert here or enclose as a separate annex.*

The concept must contain information on the points listed under 2.2.2 of the Terms and Conditions of the Tender. It should not exceed 10 pages in total and have the following structure:

Section 01: Country context / civil society

Section 02: Problem analysis financial management

Section 03: Consultancy approach in the field of financial management

Section 04: Methodological consultancy design

Section 05: Monitoring

**Annex 3 – Financial tender**

*Please insert here. Attaching a separate appendix is NOT permitted.*

The consultant's daily rate should be specified in euros (€).

A uniform daily fee must be provided for all consultants; gradations or different fee rates are not allowed. The fee includes compensation as well as all additional costs (e.g., phone charges, postage, Zoom licenses, bank fees, etc.). Costs for meals or per diem will not be reimbursed. Travel time will be compensated at half of the agreed fee rate. Travel expenses will be reimbursed separately in accordance with the payment terms (Annex 3 of the Framework Agreement) and are not part of the daily rate.

The specifications for pricing are defined in the Terms and Conditions for Payment (Annex 3 of the Framework Agreement). After conclusion of the contract (award of contract), daily fee rates can neither be negotiated nor adjusted.

## 3.1 To be completed only by tenderers domiciled abroad:

For ***contractors based abroad***, the fee must in principle include all local and national taxes and duties (including value-added tax or analogous types of tax).

3.1 We offer the following price:

|  |  |
| --- | --- |
| Fee rate per day and per person in Euros (€) |  |

We offer the service in accordance with the concept enclosed in **Annex 2.**

For information purposes, please indicate the applicable VAT rate together with the legal standard that has been taken into account:

## 3.2 To be completed only by tenderers domiciled in Germany:

For tenderers based in Germany, the net price must be indicated. Value added tax must be shown separately.

3.2. We offer the following price:

|  |  |
| --- | --- |
| Fee rate per day and per person in Euros (€) |  |
| plus USt. |  |
| amount in Euro (€): |  |

We offer the service in accordance with the concept enclosed in **Annex 2**

**Annex 4 –** **A personnel concept and CVs of all consultants (including subcontractors) according to EUROPASS and information on:**

* the persons entrusted with the execution of the contract (project manager / consultant)
  + - Nomination of the responsible persons and all consultants proposed for the contract (including subcontractors) with indication of the field of activity and information on qualifications and experience.
    - A full breakdown of estimated days per consultant (the total number of consultancy days is stated in the tender documents).
    - Submission of their CVs (maximum 4 pages per person according to EUROPASS). CVs have to include consultancy work relevant for this assignment and language skills.
* personnel organisation,
  + - E.g. how are the different areas of responsibility covered
    - How is the work of the various people involved coordinated?
    - How is consistent quality of consultancy and learning from consultancy ensured?
    - How do you update and develop your methodological competence, taking into account new approaches, methods, and tools?
    - How are substitutions made, how is the service ensured at times of high demand (peaks), how is accessibility of the contact persons guaranteed?

1. Further details on separate annex, if applicable. [↑](#footnote-ref-1)
2. At the request of the Client, short-listed tenderers will be required to provide the names of subcontractors, evidence of their eligibility and of the absence of grounds for exclusion, and a binding written declaration by the subcontractor(s) that, should the contract be awarded, they will assure the tenderer of the delivery of the intended parts of the service. [↑](#footnote-ref-2)