



DAAD · PO Box 200404 · D-53134 Bonn

To all tenderers

Division Z14 – General Administration and
Purchasing

Contact person: Hermann Jakobi

Email: vergabe-einkauf@daad.de

Our reference: 100/2026

23 March 2026

Invitation to tender

Contract No. 100/2026

Framework agreement for the delivery of English language courses in the United Kingdom (UK) for teaching staff at German universities

Procurement procedure:

*in accordance with the Public
Procurement Regulation (VgV)*

Open procedure

Restricted procedure

Negotiated procedure

*in accordance with the Sub-threshold
Procurement Regulation (UVgO)*

Public tender (relevant to the internal
market)

Restricted tender

Negotiated procedure

Dear Sir or Madam,

if you are interested in submitting a tender in the above-mentioned procurement procedure, please submit your tender within the tender deadline to the address specified in the tender conditions.

Tender deadline: 20 April 2026, 12:00

Binding period: 20 July 2026, 12:00

Any questions regarding the tender documents must be submitted **by 10 April 2026, 12:00** at the latest and exclusively via the Federal Government's communication platform (see Chapter 8 of the tender conditions). Questions submitted after this deadline need not be answered. Questions received in good time will be answered by **14 April 2026** at the latest.



The attached tender documents apply, in particular the tender conditions, the specifications and the contract terms.

The form provided in **Annex 9** must be used for the cover letter accompanying the tender.

Please note the following information regarding data protection:

The DAAD, as the controller within the meaning of the GDPR, collects, stores and processes personal data exclusively for the purpose of conducting the tender procedure. The legal basis for the collection, processing and transfer of data is Article 6(1)(c) and (e) of the GDPR. All personal data will be treated confidentially and made accessible only to those persons responsible for processing the application or tender. Personal data will be retained in accordance with legal requirements and destroyed in compliance with data protection regulations once the retention period has expired.

Where the information provided constitutes personal data, you have the right to:

- Access to information regarding the processing of your data
- Rectification of your data
- Erasure of your data once the statutory retention period has expired
- Restriction of processing once there is no longer an obligation to process the data
- Object to the processing
- Lodging a complaint with the data protection supervisory authority.

You may contact the data protection authority responsible for your place of residence or your country, or the data protection authority responsible for us. A list of all supervisory authorities can be found at <https://www.datenschutzkonferenz-online.de/datenschutzaufsichtsbehoerden.html>.

You can contact the DAAD's Data Protection Officer at
German Academic Exchange Service (DAAD)
Kennedyallee 50
53175 Bonn
Germany
Tel: +49 228 882-0
Email: datenschutz@daad.de

Please note that, as an institutional recipient of funding from the Federal Foreign Office (AA), the DAAD, as a contracting authority within the meaning of Section 99 of the Act against Restraints of Competition, has been obliged since 1 June 2022 obtain information from the competition register at the Federal Cartel Office regarding the tenderer to whom the contract is to be awarded for contracts with an estimated net value of EUR 30,000 or more (cf. Section 6(1) sentence 1 of the Competition Register Act).

We look forward to receiving your tender. We would like to thank you in advance for the effort involved in preparing the tender.

Yours faithfully

signed
Christoph Weber
Head of Section Z14

signed
Hermann Jakobi
Senior Desk Z14



Appendixes:

- Appendix 1: Application Conditions
- Appendix 2: Terms of Reference
- Appendix 3a: Framework Contract
Appendix 3b: Individual Order
- Appendix 4: Agreement on Commissioned Data Processing
- Appendix 5: Price Table
- Appendix 6: Qualification profile
- Appendix 7: Tender cover letter with Catalogue of Service:
- Appendix 8: Uniform self-declaration
- Appendix 9: Turnover and employment figures
- Appendix 10: Company references

In the case of tendering consortia, subcontractors and/or use of subcontractor expertise:

- Appendix 11: Subcontractor list
- Appendix 12: Declaration of Commitment
- Appendix 13: Joint declaration of liability tenderer with subcontractor providing expertise
- Appendix 14: Applicant/tenderer joint declaration