

Tender analysis

Summary of the conditions for participation

Project information

Project	Sample project - institute building
Client	Musterkunde GmbH, Musterstraße 1, 12345 Musterstadt
Contractor	MSR-Innovations GmbH
Prepared by	Max Mustermann
Date	1 January 2026
Procedure	Competitive procedure with negotiation (EU, VgV)
Evaluation	0% price / 100% quality (award matrix, maximum 500 points)
Deadline	1 February 2026, 12:00 (request to participate)
Initial tenders	April 2026
Design starts	June 2026
Completion	Approximately 31 December 2031

English translation of the anonymised German sample. Project names, dates and values are sample information.

Contents

Section	Page
Contents	2
1 Note on this sample document	4
2 Selection criteria (suitability, forms in Annex 02)	5
3 Reference criteria (Annex 03, suitability matrix)	6
3.1 Reference 01 - building automation (mandatory)	6
3.2 Reference 02 (optional)	6
3.3 Reference 03 - public procurement law (mandatory)	6
4 Chargeable costs and fees (Annex 04)	7
5 Dates	8
6 Procurement procedure	9
7 Required documents (checklist)	10
8 Conclusion for your own application	11

List of tables

Table	Page
1 Forms for the request to participate and minimum requirements	5
2 Chargeable costs and fee parameters (sample values)	7
3 Procurement and project delivery timetable (sample dates)	8

1 Note on this sample document

This is an anonymised sample document. It illustrates the structure, organisation and level of detail of an MSR-Innovations GmbH tender summary using a fictional procurement procedure.

This document was prepared for MSR-Innovations GmbH. Client-specific documents are used or created for each company.

All project, company, personal and location details, dates and project-specific cost and fee figures have been replaced with sample information. The tender requirements and evaluation method are reproduced unchanged because they illustrate the way we work.

2 Selection criteria (suitability, forms in Annex 02)

Ten forms must be submitted with the request to participate.

Form	Content	Minimum requirement
01	Exclusion grounds under sections 123/124 GWB	None may apply
02	Economic and financial standing	Average annual net turnover (KG 480, last 3 years) at least €90,000; entry in the commercial register; professional indemnity cover of at least €3 million for personal injury and €1 million for property damage and financial loss (twice the insured amount per year). Evidence is required only on request.
03	Professional suitability	Average staff over the last 3 years: at least 3 FTE employees, including owners and management
04	Technical suitability	Declaration of technical equipment
05	Professional experience (references)	Must be submitted as an Excel file (Annex 03); do not convert to PDF
06	Interests and holdings	Declaration of independence
07	Groups of applicants and tenderers	Where applicable, GbR or oHG; joint and several liability
08	Reliance on the capacities of other entities	Separate form for each entity providing capacity
09	Subcontractors	Separate form for each subcontractor
10	Russia-free supply chain	Self-declaration under EU Regulation 2022/576

Table 1: Forms for the request to participate and their minimum requirements.

It must also be demonstrated that the proposed personnel are architects or engineers within the meaning of section 75 VgV.

3 Reference criteria (Annex 03, suitability matrix)

3.1 Reference 01 - building automation (mandatory; omission leads to exclusion)

- A comparable building, for example an institute building, installation group 8, at least fee zone III
- At least three work stages from 2, 3 and 5-9, including at least stages 3, 5 and 8
- Construction costs in KG 480 of at least €300,000 net
- Completion of work stage 8 (acceptance and final account) within the eight years before the participation deadline

3.2 Reference 02 (optional)

The same minimum requirements apply as for Reference 01, but this reference is optional and must relate to a different project. It contributes 50% of the weight of Reference 01 to the ranking.

3.3 Reference 03 - public procurement law (mandatory; minimum requirement only)

Evidence is required of construction works in work stages 6 and 7 tendered under public procurement law (VOB/A) and awarded by the client. Evidence may also be provided cumulatively through References 01 and 02. No points are awarded for this reference.

4 Chargeable costs and fees (Annex 04)

Parameter	Sample value
Contractual basis	HOAI 2021, sections 55/56, fee zone III, base rate
Chargeable costs (provisional, KG 480)	€900,000.00
Basic fee for 100% of the service scope	€180,000.00
Commissioned scope (90.2%, stages 2, 3, 5-9)	€162,400.00
Refurbishment surcharge (20%)	€32,500.00
Additional work for "building type E" (1%)	€1,600.00
Special services	€12,000.00
Incidental expenses (5%)	€9,800.00
Total fee (net)	€218,300.00
Contractor hourly rate	€120.00/hour
Professional staff hourly rate	€85.00/hour
Commercial and technical staff hourly rate	€65.00/hour

Table 2: Chargeable costs and fee parameters (sample values).

Under Annex 01, these parameters are fixed for all tenderers. No fee proposal is evaluated; only the concept is assessed under the award matrix (Annex 05).

5 Dates

Milestone	Date (sample)
Deadline for applicants' questions	15 January 2026, 23:59
Participation deadline (request to participate)	1 February 2026, 12:00
Submission of binding initial tenders	April 2026
Contract award and start of design	June 2026
Kick-off	No more than 14 days after award
Completion of stage 3 and submission of HU-Bau	July 2027
Approval period	Until the end of December 2027
Construction starts (advance works)	April 2026
Handover to the user	December 2030
Project completion, including final accounts	Approximately 31 December 2031

Table 3: Procurement and project delivery timetable (sample dates).

6 Procurement procedure

- Competitive procedure with negotiation (EU-wide, VgV), conducted electronically through a procurement platform
- Sequence: selection stage, followed by negotiation with initial tenders and, where applicable, negotiation meetings and final tenders
- Award criteria: 0% price and 100% quality, because the fee is fixed (see section 4)
- Award matrix (Annex 05): maximum 500 points across four main criteria - staff qualifications and experience (40%), approach to project delivery (35%), costs and programme (10%), and capacity planning (15%)
- Attendance at negotiation meetings is mandatory
- BIM project (Open BIM, IFC), with collaboration through a common data environment (CDE)

7 Required documents (checklist)

- Request to participate with forms 01-10 (see section 2)
- Annex 03 (suitability matrix), in Excel format
- For a group of applicants: additional signatures from members other than the lead member (forms 07-10)
- For reliance on other entities or subcontractors: a separate signed form 08 or 09 for each entity
- Registration on the electronic procurement platform (free of charge)
- Maximum file size: 50 MB per file

8 Conclusion for your own application

Before submission, check in particular: average annual turnover (at least €90,000), average staff numbers (at least 3 FTE), professional indemnity insurance limits and, above all, whether you have at least one reference in fee zone III or higher, covering work stages 3, 5 and 8, with KG 480 construction costs of at least €300,000 and completion within the last eight years.