

NaturKultur e.V.
EVOLY platform - App development – Management tool with an integrated LLM
Negotiated procedure without competitive tender
Tender Information

Selection procedure for the conclusion of an IT contract: Development of the “EVOLY platform”

Tender information

Invitation to tender

NaturKultur e.V.

Contracting entity:
NaturKultur e.V.
Hintern Horn 5
27711 Osterholz-Scharmbeck
Germany

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Dear Sir or Madame,

NaturKultur e.V. (registered association; hereinafter „**NaturKultur**“ or „**contracting entity**“), located in 27711 Osterholz-Scharmbeck, Hinterm Horn 5, intends to close a contract regarding the development of a digital solution for managing volunteers, projects, and AI-powered insights, built specifically for NGOs, coordinators and volunteers. It will include:

- A responsive desktop web application for admins and coordinators
- A cross-platform mobile app for coordinators and volunteers
- AI-powered dashboards, multilingual content support (input/output only), and behavior analysis

The platform will centralize management, improve insight generation, simplify communication, and ensure GDPR compliance.

A more detailed overview of the requested services is provided in the accompanied documents, e.g:

- EVoly design guidelines
- EVoly Technical specifications
- Hosting Environment Specifications for EVoly Deployment
- User Roles and Responsibilities in EVoly Platform

To select the future contractor, NaturKultur conducts a transparent selection procedure.

With this tender information we invite interested parties to submit an offer. The following documents contain introductory information about the contract as well as all essential specifications about the selection procedure.

The total amount of the offers cannot exceed 175.000 Euros, see Chapter 5.

1 General information on the procedure

1.1 Procurement procedure

The contract will be awarded in a negotiated procedure without competitive tender based on a procedure cf. sec. 17 para. 5 German Procurement Ordinance „**VgV**“). However, it is explicitly stated that there is no compulsory procurement procedure under European or German law, especially with regard to sec. 97 et sqq. Competition Act („**GWB**“). NaturKultur is neither a public contracting authority under sec. 99 GWB nor a sector contracting

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entity under sec. 100 GWB. Therefore, participants are hereby advised that legal actions under sec. 155 sqq. GWB are excluded. Nonetheless, a transparent and non-discriminatory selection process shall be conducted on a voluntary basis.

All interested parties that are willing to submit a tender are required to submit a request to participate. With the request to participate, undertakings also submit required documents, declarations, and/or proof of eligibility in accordance with this tender information (Chapter 2) in addition to its bid. Afterwards, NaturKultur reviews the tenderers' eligibility. Only tenderers of skilled and efficient (eligible) tenderers will be included in the evaluation of the tenders.

NaturKultur will evaluate all tenders of eligible tenderers according to the award criteria details in Chapter 3.

NaturKultur will invite the tenderers of the two best tenders to a negotiation phase.

In the negotiation phase NaturKultur will hold separate negotiation talks with the two selected tenderers with the aim to finalize their offers. After completion of the negotiation phase, NaturKultur invites the tenderers to submit a binding offer and provides information about the relevant criteria for assessing said offers and awarding the contract.

NaturKultur reserves the right to specify or modify the procurement documents within the scope of negotiations. The remaining tenderers will be informed about changes prior to the invitation to submit a binding offer.

1.2 Division by Lots

A subdivision by lots is not envisaged.

1.3 Data Protection and Confidentiality

All tenderers must sign the declaration of confidentiality (form NDA EVoly).

During the offer- and negotiation phase, the tenderer is obliged to submit their concept for technical and organizational measures in accordance with the General Data Protection Regulation (GDPR). The concept must contain stipulations regarding the deletion of data and adhere to applicable court rulings.

The concept will be reviewed by the data protection officer of NaturKultur. The tenderer can only be considered further in the procurement procedure after the officer's approval of the tenderer's data protection concept.

2 Schedule

No.	Object	Date
1	Deadline for tenderers' questions	10.09.2025
2	Deadline for tenderers' submissions	26.09.2025
3	Decision for invitation for negotiation	30.09.2025
4	Negotiation Phase deadline	08.10.2025
5	Invitation to submit a binding offer	08.10.2025
6	Deadline for binding offer submissions	13.10.2025
7	Final decision and notification of tenderers	15.10.2025
8	Start of execution period	01.11.2025
9	Deadline for go-life of the platform / mobile app	01.10.2026

The schedule is not compulsory with the exception of the Deadline under N. 8. NaturKultur reserves the right to postpone deadlines.

3 Eligibility requirements and eligibility review (only valid for undertakings, that weren't directly invited to submit a tender)

All tenderers must submit documents and proof of eligibility in accordance with the following:

Every tenderer and – in case of bidding consortia – every member of a bidding consortium must submit the request to participate (**form 1 et sqq.**) accompanied by the following documents, declarations, and proofs:

3.1 Criteria 1: Personal eligibility / Proof of professional eligibility

- (a) Self-declaration on the company, company profile and staff, in particular company presentation (company name, address, legal form, organizational structure, range of services and service structure, date of foundation, branches).

- (b) Proof of business liability insurance for personal injury, property damage and financial loss (per claim), which has been concluded with an insurer licensed in the EU. The minimum amount of cover for personal injury, property damage and financial loss must be at least five (5) million euros per case. The tenderer may submit a binding declaration that a corresponding insurance policy will be obtained for the tenderer/bidding consortium in the event of a successful closure along with a written declaration of an EU licensed company confirming its willingness to conclude such an insurance policy.
- (c) Excerpt from the commercial register, not older than six (6) months as of the tender deadline or, if this does not exist, a business registration. If the tenderer is based in an EU member state, comparable certificates of the respective state must be submitted.
- (d) Confidentiality agreement.
- (e) Bidding consortium declaration accompanied by a statement of liability (if applicable).

Aforementioned requirements (lit. a) to h)) must be submitted by every member of a bidding consortium.

3.2 Criteria 2: Economic and financial eligibility

- (a) Self-declaration on the total revenue of the three most recent financial years and additionally

the total revenue of the three most recent financial years related to services that are comparable with the tendered service.
- (b) Submission of annual financial statements or balance sheets of the company for the three most recent financial years.

The minimum revenue within the two previous financial years must exceed 750.000 EURO per year. This requirement is compulsory.

3.3 Criteria 3: Technical eligibility

- (a) Self-declaration on the annual average number of employees of the tenderer/bidding consortium over the most recent three years, broken down by project management as well as technical and commercial department, including a description of the professional qualifications of the envisaged project leader.
- (b) Fulfillment of the following competence requirements:

The tenderer must submit at least this minimum team structure:

- Project Manager / Scrum Master
 - UI/UX Designer
 - Frontend Developers
 - Backend Developers
 - Mobile App Developers for iOS and for Android
 - DevOps Engineer
 - QA/Test Engineer
 - Security & Data Protection Specialist
1. Credentials for completed projects within the last three years. The projects must be as comparable to the tendered service as possible, which is to be proven by self-declarations in accordance with the requirements of **form 1**.

Projects are comparable, if they address:

- NGO-relevant platforms
- Volunteer/project management tools
- AI/LLM deployment
- Open source or modular builds
- Development of complex web applications
- iOS and Android mobile app development

A minimum of two comparable and completed projects must be proven.

The tenderer provides a description of the respective project, including:

- nature and value of the conducted services
- name of the contracting entity
- location and date of the delivery
- a contact person (phone number or e-mail address)

Projects are considered to be completed, if (1.) planning and (2.) execution have been terminated and (3.) the tenderer has been hosting the service for a period of at least six months. The completion of the service is therefore not precluded if the hosting is still ongoing as long as it has already taken place for at least six (6) months at the time the request to participate is submitted.

For a project to fall within the period of three years, the beginning of planning and execution must not have been completed for more than three years at the time the request to participate is submitted.

2. Credentials for the envisaged project leader (and deputy) of completed and comparable projects within the last three years, to be proven with a self-declaration in accordance with **form 1**. With regard to comparability and completeness, see No. 3.

The tenderer provides a description of the respective project, including:

- nature and value of the conducted services
 - name of the contracting entity
 - location and date of the delivery
 - a contact person (phone number or e-mail address)
3. Self-declaration on the measures taken to ensure that the contracting entity can meet the imposed requirements imposed in accordance with ISO 27001-Compliance. The declaration is dispensable if a certificate in accordance with ISO 27001 or an equivalent certificate from accredited bodies in other Member States is submitted for the division of the company in which the service tendered is provided.
 4. Self-declaration on internal control- and organizational mechanisms in accordance with ISO 9001 („Quality management systems – Requirements“). The declaration is dispensable if a certificate in accordance with ISO 27001 or an equivalent certificate from accredited bodies in other Member States is submitted for the division of the company in which the service tendered is provided.
 5. Proof of permanent employees with qualifications in accordance with IPMA (International Project Management Association), certification level B, PMI PMP, Prince2 or comparable.

Aforementioned requirements must be submitted by every member of a bidding consortium.

3.4 Stipulations for bidding consortia

Natural and legal entities are admitted to the competitive tender as individual applicants or an association of natural and/or legal entities (“**bidding consortium**”).

The request to participate of a bidding consortium is only taken into account if the request lists all members and appoints one member as authorized representative with regard to the conclusion and execution of the contract.

Bidding consortia must submit a declaration and accept joint and several liability for all obligations arising in association with the contract.

3.5 Subcontracts as proof of eligibility

The applicant may prove their eligibility through the eligibility of third parties without these being members of a bidder consortium.

In this case the request to participate must be accompanied by a declaration of commitment from the third-party company or a comparable declaration from the third-party company with identical content.

Within the declaration of commitment, the third-party company must declare its obligation to support the project, stating the nature and the scope of the services. Any reservations declared must be removed before the contract can be awarded.

3.6 Subsequent requests for proof of eligibility

NaturKultur reserves the right to request further documents, declarations or information within the period of

three (3) business days.

Documents, declarations, or proof submitted after the deadline will not be considered. The request to participate will be reviewed in the respective version available.

Requests to participate must be submitted within the deadline and signed with a legally valid signature. This requirement is compulsory.

4 Content and form of tenders, deadlines and dates

The tender has to contain:

- A detailed project proposal broken into Desktop Web App, iOS App, and Android App components
- Timeline with weekly or bi-weekly sprint checkpoints
- Wireframes or UI mockups (optional but recommended)
- Security and data handling overview
- Outline of technologies to be used
- Team composition with roles and responsibilities
- Support and escalation contact points

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- Description of internal QA processes
- Additional modules or ideas that can benefit the EVoly platform (e.g., internal communication, push notifications, reminders, etc.)

Your tender must be submitted by

16:00h CET on 26 September 2025

(end of the tender period)

in electronic form to the following address:

evoly@naturkultur.eu.

Tenders received after this date will not be considered.

These requirements regarding the form of tenders also apply to the withdrawal or possible additions, subsequent changes or corrections to the tender until the end of the tender period. Tenders that are not received in the correct form or by the deadline will not be considered, unless the tenderer is not responsible for this.

The tender and all accompanying documents must be submitted in English. If necessary, an English translation of the supporting documents, documents and declarations must be enclosed in addition to the original. Any costs incurred for this shall be borne by the tenderer. Tenders that are not written in English will not be considered. Tenderers are responsible for the correct translation of the submitted evidence and declarations.

The tender and declarations are considered binding even without signatures when uploaded. If desired by the tenderer, the documents may nevertheless be signed.

The tenderer must appoint and submit the name and contact details (address, phone number, e-mail) of the envisaged project leader and their deputy.

NaturKultur expects the appointed person or their deputy to participate in the negotiation phase

5 Budget Ceiling

This is a subsidized project. The project cannot be implemented without the subsidies. Against this background, there is a mandatory budget ceiling of **175.000,00 €**, gross, including all applicable taxes and duties. NaturKultur does not have any additional funds available for the project. NaturKultur cannot pay any higher remuneration. Offers that exceed the budget ceiling cannot be considered.

6 Evaluation Criteria

The selection criteria are described in **Chapter 2** of the document “**Tenderer Proposal scoring and agreement framework**”.

NaturKultur reserves the right to decide at random between multiple tenderers with the same score.

7 Contact information of the contracting entity

Questions regarding the procedure, the service tendered, or other topics must be addressed exclusively to:

Mr. Darko Mitevski
Hermann-Prüser-Straße 4
28237 Bremen
+ 49 421 5263-1860
darkomitevski@naturkultur.eu

8 Subcontracting

The tenderer may also use subcontractors in accordance with the provisions of procurement and contract law.

9 Compensation

No compensation will be granted for the preparation, the delivery of the request to participate nor the transmission of the tender.

10 Document integrity

Each tenderer is obliged to review the procurement documents upon arrival and notify NaturKultur of any missing components.

11 Questions

The procurement documents should contain all the relevant information to prepare a tender.

Information on queries will always be sent electronically to all tenderers at the same time via Email.

Questions may be submitted not later than 15 days before the end of the tender period.

12 Confidentiality

The procurement documents and their annexes as well as the information contained therein, and all other information provided by the tendering body must be treated confidentially by the tenderer even after completion of the procedure. This does not apply if the respective information is publicly accessible or known or become known without the involvement of the tenderer.

13 Unlawful restrictions on competition

To combat the prevention, restriction or distortion of competition, NaturKultur reserves the right to request information as to whether and in what way the tenderer is economically and/or legally affiliated with other companies, particularly with regard to bidding consortia.

14 Multiple tenders

Each tenderer must not submit more than one tender.

If a member of a bidding consortium intends to submit a tender as an individual tenderer at the same time, they must state and provide evidence to prove that there is no risk of disruption to competition and the confidentiality requirement. The respective documents must accompany the tender.

It must be demonstrated that the legal entities involved calculated and prepared any tenders separately from and operate independently of each other with regard to organizational and entrepreneurial terms.

Intended subcontractors may only act as members of a bidding consortium or be involved on behalf of multiple tenderers if the confidentiality of the competition is ensured. It must

be guaranteed that their knowledge does not influence bidding prices of multiple tenderers to a significant extent. KulturNatur reserves the right to contact tenderer with multiple involvements (including subcontractors) for the purpose of verifying or requesting appropriate assurances.

15 Contract terms

Upon award of the contract, a contract for the services to be provided shall be concluded between the successful tenderer and NaturKultur. The respective service description for each lot and the bid of the successful tenderer shall form an integral part of the contract.

The documents include a first draft of a contract, which will form the basis for the negotiations.

The document 'Tenderer proposal scoring and agreement framework' contains specifications from NaturKultur and clauses regarding intellectual property rights (Chapter 4) that will be included in the contract.

With regard to payment terms, NaturKultur will accept arrangements whereby up to 70% of the agreed remuneration is paid during the production process and at least 30% is paid only after final acceptance of the project.

The tenderers general terms and conditions shall not apply.

16 Miscellaneous

The tenders will be treated confidentially by the NaturKultur in accordance with the statutory provisions. The tenders shall be opened immediately after the deadline for submission of bids has expired.

Expenses incurred by tenderers in preparing their bids and in the further course of the award procedure shall not be reimbursed.

17 Annexes

- Confidentiality agreement
- EVoly design guidelines
- EVoly Technical specifications
- Hosting Environment Specifications for EVoly Deployment
- User Roles and Responsibilities in EVoly Platform

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Bremen, 30.08.2025

NaturKultur – as the contracting party

Darko Mitevski

President

NaturKultur e.V.