

TENDER NOTICE – PUBLIC CALL FOR TENDERS

1. Reference

Tender title: _____

Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

Tender No.: _____

AML-TV-M-2026-10

2. Contracting authority

action medeor labworks GmbH

Address: St. Töniser Str. 21, 47918 Tönisvorst, Germany

Contact person: Niklas Ackermann

E-mail: tender@thelabworks.de

3. Procedure

Open, competitive tender procedure conducted by action medeor labworks GmbH in line with its Standard Operating Procedure WW-002-04 Einkauf und Beschaffung (Procurement SOP), ensuring transparency, equal treatment and Best Value for Money.

4. Subject and type of contract

Type of contract: Supply contract

Subject: _____

Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

5. Lots

The tender is divided into 7 lot(s). Tenderers may submit an offer for one, several or all lots. Contracts may be awarded lot by lot. The detailed description of each lot is provided in 03_Technical_Specification.

6. Eligibility

Participation is open to legal persons that meet the eligibility and exclusion criteria defined in document 04_Eligibility_Criteria. Bidders must comply with applicable laws and the ethical standards of action medeor labworks GmbH.

7. Selection and award criteria

Selection criteria (legal, financial and technical capacity) are set out in 04_Eligibility_Criteria. Only bidders fulfilling all mandatory eligibility requirements will be considered for evaluation.

Among the eligible and compliant tenders, the contract will be awarded on the basis of Best Value for Money in line with the weighting defined in the evaluation matrix (05_Bewertungsmatrix), typically considering price, quality and delivery time.

8. Tender dossier

The complete tender dossier is available at the following link: www.thelabworks.de

The dossier includes, inter alia:

01_Tender_Notice,
02_Tender_Conditions,
03_Technical_Specification, Annex 03-A
04_Eligibility_Criteria,
11_Bid_Submission_Form,
12_BoQ,
13_Bidder_Declaration.
13A_Bidder_Declaration_compliance with PQ

9. Deadline for submission of tenders

For standard open tender procedures, the tender submission period shall normally be at 30 calendar days from the date of publication of the Tender Notice. Where electronic submission of tenders is permitted, this period may be reduced to at 10 calendar days, unless stricter donor requirements apply.

These time limits are defined in line with the internal procurement procedures of action medeor labworks GmbH and aim to ensure adequate competition, transparency and equal treatment of tenderers.

In accordance with the DG ECHO Humanitarian Procurement Centres (HPC) Charter, shorter submission periods or alternative procurement procedures may be applied in duly justified cases, in particular where urgency or operational constraints require an accelerated process. In such cases, the justification for the shortened timeline or alternative procedure shall be documented in the tender file.

Where an accelerated competitive procedure is used, the submission period should normally not be shorter than 10 working days, unless a further reduction is objectively justified.

All procurement procedures, including those conducted under shortened deadlines, must respect the principles of transparency, equal treatment, non-discrimination and Best Value for Money.

Tenders must be received no later than 04.09.2026 12.00 am CEST. Late tenders will not be considered.

10. Submission of tenders

Tenders shall be submitted in accordance with the instructions set out in 02_Tender_Conditions.

Unless otherwise specified, tenders shall be submitted electronically by E-mail to:
tender@thelabworks.de

11. Language of the procedure

All tenders and communications must be submitted in English. Supporting documents may be in German or English or French. Original certificates, regulatory documents, manufacturer documents or authority documents issued in another language may be submitted in the original language. However, action medeor labworks GmbH reserves the right to request a translation into English or German where this is necessary for evaluation, quality/regulatory assessment, contract award or audit purposes.

12. Clarifications

Questions regarding this tender may be submitted in writing by e-mail to procurement@thelabworks.de no later than 26.08.2026.

For standard tender procedures, the deadline for submitting questions should normally be set at least 5 calendar days before the tender submission deadline. For duly justified urgent or emergency procedures, a shorter clarification period may be applied, provided that equal treatment of all tenderers is ensured and the justification is documented in the tender file

Answers to all timely received questions will be made available to all interested tenderers in an appropriate manner, without disclosing the identity of the requesting party. Questions received after the clarification deadline may remain unanswered.

13. Ethics and compliance

By submitting a tender, bidders confirm that they respect the ethical standards and code of conduct of action medeor labworks GmbH, and that they are not in any exclusion situation as defined in 13_Bidder_Declaration – Ethics/Integrity/Sanctions.

14. Right to cancel the procedure

action medeor labworks GmbH reserves the right to cancel the tender procedure, to reject any or all tenders, and to not award the contract without incurring any liability towards the tenderers.

TENDER CONDITIONS

07.09

1. Purpose and scope

These Tender Conditions set out the rules applicable to the open tender procedure for Tender Title: Procurement of essential medicines for action medeor labworks for warehouse Tönisvorst

Tender No.: _____

AML-TV-M-2026-10, carried out by action medeor labworks GmbH

They apply to all bidders and form an integral part of the tender dossier.

2. Tender dossier and applicable documents

The tender dossier consists of the following documents.

Documents applicable to and to be used by bidders:

01_Tender_Notice – public call for tenders / contract notice

02_Tender_Conditions – this document

03_Technical_Specification – brand-neutral technical requirements

04_Eligibility_Criteria – legal, financial and technical eligibility, including exclusion criteria

11_Bid_Submission_Form

12_Bill_of_Quantities (BoQ) / Price Schedule

13_Bidder_Declaration – Ethics/Integrity/Sanctions

13A_Bidder_Declaration_compliance with PQ

Internal documents of action medeor labworks GmbH for conducting and documenting the procedure:

- 05_Evaluation matrix (price/quality/delivery time)
- 06_Admin_Check – administrative compliance check form
- 07_Conflict_of_Interest_Declaration_Tender_Committee
- 08_Tender_Committee_Minutes_and_Recommendation
- 09_Tender_Process_Checklist
- 10_Documentation_and_Archiving_Form

Where internal documents are referenced in these Tender Conditions, such references are for transparency only and do not create any obligation for bidders to complete or use such documents.

In case of discrepancies between documents, the order of precedence is defined in the final contract.

3. Timetable

Indicative timetable for this tender procedure (dates to be completed in the Tender Notice):

- Publication of Tender Notice: **05.08.2026**
- Deadline for requesting clarifications: **26.08.2026**
- Last date for issuing clarifications: **28.08.2026**
- Deadline for submission of tenders: **04.09.2026, 12.00 CEST**
- Intended notification of award: **10.09.2026**
- Intended contract signature: **14.09.2026**

4. Participation and eligibility

4.1 Participation in this tender is open to any legal person that meets the eligibility and exclusion criteria defined in document 04_Eligibility_Criteria.

4.2 Bidders must not be in any exclusion situation as described in 13_Bidder_Declaration – Ethics/Integrity/Sanctions and must comply with the ethical standards and code of conduct of action medeor labworks GmbH.

5. Origin of supplies

Unless otherwise specified in the Technical Specification (03_Technical_Specification), supplies may originate from any country. Specific origin or regulatory requirements (e.g. marketing authorisation, GMP, CoA, CPP) are defined in the technical and quality specifications.

6. Type of contract, currency and Incoterms

6.1 Type of contract: Supply contract.

6.2 Currency: All prices must be quoted in EURO. If another currency is used in supporting documents, conversion shall be based on a reference rate defined in the tender dossier.

6.3 Incoterms: Unless otherwise specified, prices must be quoted on a EXW Tönisvorst/Germany or as defined in the BoQ (12_BoQ). Detailed delivery terms are set out in 03_Technical_Specification.

7. Lots

The tender may be divided into one or more lots as specified in 01_Tender_Notice and 03_Technical_Specification. Tenderers may submit an offer for one, several or all lots, unless the Tender Notice provides otherwise. Each lot may result in a separate contract.

8. Preparation of tenders

8.1 Language of tenders

All tenders and communications must be submitted in English. Supporting documents may be provided in German, French or English.

8.2 Structure and content of tenders

Tenders must consist of the following parts:

- a) Technical offer: using the structure defined in 03_Technical_Specification and, where applicable, the templates provided for technical information.
- b) Financial offer: using 11_Bid_Submission_Form and 12_BoQ, clearly indicating unit prices, total prices and any additional costs (e.g. freight, insurance, customs duties) as requested.
- c) Administrative and eligibility documentation: including, as applicable, registration documents, tax numbers, licences, references and the signed 13_Bidder_Declaration – Ethics/Integrity/Sanctions.

8.3 Form of tenders

Tenders must be complete, clear and signed by an authorised representative of the bidder. By submitting a tender, the bidder accepts these Tender Conditions and the Tender Notice as the sole basis of the procedure.

9. Submission of tenders

Unless otherwise specified in 01_Tender_Notice, tenders shall be submitted electronically by e-mail to tender@thelabworks.de. The subject line should clearly indicate the tender number and title (e.g. "Tender <<TENDER_NO>> – <<TENDER_TITLE>> – Offer <<BIDDER_NAME>>").

10. Validity of tenders

Tenders are binding for a period of 60 days from the deadline for submission. action medeor labworks GmbH may request an extension of the validity period; bidders may accept or decline such a request. Bidders who agree to an extension may not modify the substantive content of their tender.

11. Opening of tenders

Tenders will be opened in a non-public session by the tender committee designated by action medeor labworks GmbH. An opening record will be prepared (17_Bid_Opening_Minutes). Only information necessary to document receipt and integrity of tenders will be recorded.

12. Evaluation of tenders

Tenders will be evaluated in the following steps:

- a) Administrative compliance check using 06_Admin_Check.
- b) Eligibility and exclusion check based on 04_Eligibility_Criteria and 13_Bidder_Declaration.
- c) Technical evaluation against 03_Technical_Specification and quality requirements.
- d) Financial evaluation and scoring using 05_Bewertungsmatrix (price/quality/delivery time and other criteria as defined).

Unless otherwise specified in the tender dossier, the standard award criteria are price, quality and delivery time. The standard weighting is Price 60 points, Quality 20 points and Delivery time 20 points.

During evaluation, the tender committee may request written clarifications from bidders, provided that no change to the substance or price of the tender is permitted, except to correct manifest arithmetical errors.

action medeor labworks GmbH reserves the right to reject a tender, not to award a contract, or withdraw an award decision before contract conclusion if the submitted quality, regulatory or prequalification documents are missing, incomplete, invalid or do not meet the applicable minimum requirements.

13. Award and notification

The contract will be awarded to the bidder whose tender is eligible, compliant and offers the Best Value for Money according to the evaluation matrix. The recommendation of the tender committee will be documented in 08_Tender_Committee_Minutes_and_Recommendation.

14. Ethics, conflict of interest and anti-corruption

Bidders must adhere to the ethical standards and code of conduct of action medeor labworks GmbH. Any attempt to improperly influence the tender process, obtain confidential information or engage in corrupt practices will lead to exclusion from the procedure.

Members of the tender committee and all staff involved in the evaluation must sign a conflict-of-interest declaration (07_Conflict_of_Interest_Declaration_Tender_Committee).

15. Data protection and confidentiality

Personal data and confidential information submitted in the context of this tender will be processed and stored by action medeor labworks GmbH solely for the purposes of the tender procedure and subsequent contract management, in accordance with applicable data protection laws.

16. Cancellation of the procedure

action medeor labworks GmbH reserves the right to cancel the tender procedure, to reject any or all tenders, or to decide not to award the contract, without incurring any liability towards the bidders. Possible reasons include but are not limited to: absence of suitable offers, changes in technical or financial parameters, force majeure or other serious grounds.

17. Governing law and jurisdiction

The applicable law and jurisdiction for the contract resulting from this tender will be defined in the final contract (e.g. German law and the competent courts at the seat of action medeor labworks GmbH).

TECHNICAL SPECIFICATION

1. Background and objectives

Tender title: _____

Procurement of essential medicines for action medeor labworks for warehouse
Tönisvorst, Germany

Tender No.: _____

AML-TV-M-2026-10

2. Scope of supply

This specification covers the supply of:

☒ Essential medicines

☐ Medical devices / medical equipment

☐ Laboratory material / diagnostics

☐ Other supplies: _____

3. Lots and items

Detailed lots, items, requested quantities, requested units and requested pack sizes are listed in
12_BoQ / Price Schedule.

For medicines, the applicable action medeor labworks product specification shall be attached as
an annex to this Technical Specification. The product specification shall be based on Annex 03
Summary of Product Specifications for Requests.

4. Minimum requirements

- Compliance with relevant pharmacopeial or technical standards (e.g. Ph. Eur., WHO guidelines), as applicable.

Minimum remaining shelf life on delivery:
Minimum 30 months or 80% Shelf-life

Required languages for labelling, packaging and/or instructions:
Minimum English, plus French and Portuguese

5. Quality and regulatory requirements

- Proof of Marketing Authorization issued by an SRA/WLA or
- Proof of Prequalification by WHO or
- Statement of Compliance with action medeor labworks Prequalification for Products or
- Filled product questionnaire

Complete Annexes to AML product questionnaire on request after award (Please note that AML can withdraw the award in case that quality documents do not comply to AML internal prequalification minimum requirements).

Upon delivery, action medeor labworks requires additional quality documents such as valid GMP or GDP certificate, Certificate of Analysis, Certificate of Origin and Certificate of Pharmaceutical Product.

6. Delivery, transport and storage

- Delivery terms as per 02_Tender_Conditions and 12_BoQ

- Compliance with required storage and transport conditions. Transport temperature controlled <25°C

Annex 03-A – Product Specification Summary for Medicines

For medicines, the product-specific requirements shall be defined using the action medeor labworks template Annex 03-A – Product Specification Summary for Medicines

ELIGIBILITY CRITERIA

1. Legal eligibility

- Valid registration as a legal entity in the country of establishment.
- Valid tax identification and, where applicable, VAT registration number.
- Appropriate licences/authorisations for the supply of relevant products (e.g. medicines, medical devices).

2. Economic and financial capacity

Bidders may be requested to demonstrate sufficient financial capacity to perform the contract.

Evidence may include audited financial statements or equivalent financial documents for the last three financial years.

A bidder may be excluded if the submitted financial documents indicate a serious financial risk, in particular if the bidder has reported losses for three consecutive years or shows negative equity, unless the bidder can provide sufficient justification or additional evidence of its financial capacity.

3. Technical and professional capacity for medicines manufacturing site prequalified by action medeor

- Relevant experience in the supply of similar products within the last 5 years.
- Adequate technical infrastructure and personnel to fulfil the contract (e.g. warehousing, quality management, logistics).
- References for similar contracts may be requested.

Or

- Supplier operational site /manufacturing site prequalified by action medeor labworks.

4. Exclusion criteria

Bidders will be excluded if:

- they are in bankruptcy or liquidation, or subject to comparable proceedings;
- they have outstanding obligations regarding taxes or social security contributions contrary to applicable law;
- they have been convicted or sanctioned for fraud, corruption, involvement in a criminal organisation, money laundering, terrorist financing, child labour or human trafficking;
- they provide false or incomplete information in the tender;
- they fail to meet essential minimum technical or quality requirements defined in 03_Technical_Specification, or, where equivalent alternatives are permitted, fail to demonstrate substantial equivalence

Bidders confirm the absence of exclusion grounds by signing 13_Bidder_Declaration – Ethics/Integrity/Sanctions.

5. Required supporting documents

The following documents may be requested to verify eligibility:

- Certificate of registration / extract from commercial register
- Tax registration and, where applicable, VAT certificate
- Recent tax clearance, if available
- Audited financial statements or equivalent for the last <<YEARS_TURNOVER>> years
- Comparable contracts and references may be requested where relevant, in particular for new suppliers, new products or unfamiliar product categories.
- Any specific licences required for the products (e.g. wholesaler licence, manufacturer authorisation).
- Bidder declaration
- Where supporting documents are already available to action medeor labworks GmbH from previous supplier qualification, previous tenders or ongoing supplier records, and where such documents are still valid, current and applicable to the present tender, action medeor labworks GmbH may rely on these documents instead of requesting re-submission.

This does not waive the eligibility requirements. action medeor labworks GmbH may request updated or additional documents from any bidder where documents are missing, outdated, incomplete or not sufficient for the specific tender.