

Facilitations for public clients

When awarding contracts, contracting authorities have to review, for national and international tendering procedures, whether the companies provide business-related proofs of technical skills, efficiency and reliability according to VOL / A, VOB / A, or VOF completely, up-to-date and correctly.

In the course of simplifying administrative and processing work, the ABSt Hesse, a service of the Hessian chambers, offers a pre-qualification register for supplies, services and works in accordance with the contract rules of VOL / A, VOB / A and VOF.

All necessary supporting documents will completely, up-to-date and correctly be presented by the companies before receiving the certificate.

The certificate is valid for a period of one year. The presentation of the certificate replaces the obligation to submit the required contract-related supporting documents on each application for a public contract again and again. Due to the common circular "Public Procurement" the entities have to approve the PQ documents within their declaration scope.

Further or additional, contract-related proofs - that are not part of the HPQR - can be requested in justified single cases. The bidder is allowed to add the following documents to the certification voluntarily:

- Proof of other existing insurances
- Exemption certificate

The certificate includes the complete and valid proofs provided at the time of issue. They are to be provided in each of the required form:

- A declaration that the company is not insolvent or in liquidation (self-declaration)
- A declaration that no matter of fact of a serious misconduct or any conviction or misdemeanour according to § 21 SGB III Illegal Employment Law or to § 5 para 1 or 2 Employee Assignment Law exists (self-declaration)
- Declaration of payment of taxes and charges, the payment of contributions to the statutory social insurance and social security benefits office (self-declaration)
- Attestation of the contribution to the professional association (in photocopy)
- Business registration (in photocopy)

- Trade register excerpt or professional register excerpt of the company's seat (in photocopy) or self-declaration (if no registration is required)
- Total turnover of the company within the last three financial years (self-declaration)
- List of at least 3 references to services that were provided (self-declaration)
- Number of employees at the time of declaration (self-declaration)
- Professional or public liability insurance (copy of insurance certificate and self-declaration)
- Declaration on the initial training according to HVgG

After verifying the submitted documents, the company receives a certificate of the registration in paper and digital form for submission in public tender procedures (with a qualified electronic signature), stating

- HPQR certificate number
- Performance profile with the corresponding CPV code
- Validity period of the certificate
- Scope of the verified supporting documents

The use of HPQR is free of charge for the public procurement entities. Tender notices have to allude that the HPQR-certificate of the ABSt will be approved in addition to each individual proofs.

Stated on October 2008