

Facilitations for companies

In general, you are required to present various attestations of business-related competence (expert knowledge, efficiency and reliability) to apply for a public contract according to VOL / A, VOB / A and VOF. As a result, you have to put together and to submit the same complete and updated documents repeatedly. An increasing effort for the companies results out of it with regard to acquisition costs and processing time. There is always the danger to be formally excluded from the competition because of inaccuracies (eg, no originals, incompleteness, expiring date) to § 25 VOL / A and § VOB, 25 / A or § § 10-13 VOF formally - regardless of the quality of the submitted offer.

This expense and the associated risk is now reduced by the certification to what is necessary. For the following criteria, the effort of an itemisation will be dropped in the future:

- 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])

The Contract Advisory Centre Hesse runs the Hessian Pre-Qualification Register (HPQR) for tendering procedures for VOL / VOB / VOF above and below the thresholds.

You submit the required documents uniquely, they will be reviewed and finally confirmed by a summary certificate for one year.

The approval of the certificate by the Hessian public entities is guaranteed through the common circular "Public Procurement" of 01/11/2007.

The possibility to present single evidences for tendering procedures remains unaffected..

The following advantages result from the enrolment for registered companies:

- **Error minimization**
The advice of the ABSt is conducive to the accuracy of the formal part of the tender.
- **Effort and cost reduction**
The formal single evidences required by the entities are essentially considered adduced by presenting the certificate of the ABSt Hesse within the period of validity (one year)
- **Extended opportunities**
In addition to a paper form, the certificate will be provided in an electronic form including an advanced electronic signature in order to support an electronic tendering in future.
- **The HPQR - VOL/VOB/VOF is available for contracting authorities in Hesse on the web at present. Thereby, registered companies can participate in restricted tenders and negotiated contracts more easily. In view of the increasing exemption limits on 50,000 € in construction and 20,000 € in supplies and services for negotiated contracts, the nomination needs of public authorities is going to increase in future again.**

The processing of the application for registration in the HPQR VOL is / VOB / VOF, has to be paid by the companies in advance and amounts 215 € for the first year including VAT; for each subsequent annual renewal € 155, - incl VAT 155,-- inkl. VAT.

You can directly complete the application form on the web and save as a PDF files. Please send us back by fax or e-mail. The leaflet is available at "Information" on the web..

For information and questions, please contact Mrs. Schäfer (8.00 - 11.30 clock, phone 0611 974588-16) and Mrs. Yildiz (phone 0611 974588-11), 974508-20 Fax 0611 or E-mail hpqr@absthessen.de.

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