

99050202060000

# Apply for prequalification procedure in the supply and service sector (VOL/A)

Heruntergeladen am 26.07.2025

<https://fimportal.de/xzufi-services/210290171/L100038>

Modul	Sachverhalt
Leistungsschlüssel	99050202060000
Leistungsbezeichnung I	Apply for prequalification procedure in the supply and service sector (VOL/A)
Leistungsbezeichnung II	register companies in the list of prequalified companies for public tenders
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Thüringen
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Gewerbe (050)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	

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Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	03.12.2023
Fachlich freigegeben durch	Thuringian Ministry for Economy, Science and Digital Society
Handlungsgrundlage	<a href="https://www.gesetze-im-internet.de/vgv_2016/_48.htm">https://www.gesetze-im-internet.de/vgv_2016/_48.htm</a>   <a href="https://www.bmwk.de/Redaktion/DE/Artikel/Service/unterschwelvenvergabeordnung-uvgo.html">https://www.bmwk.de/Redaktion/DE/Artikel/Service/unterschwelvenvergabeordnung-uvgo.html</a> <a href="https://www.gesetze-im-internet.de/vgv_2016/_48.htm">https://www.gesetze-im-internet.de/vgv_2016/_48.htm</a>   <a href="https://www.bmwi.de/Redaktion/DE/Downloads/U/unterschwelvenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6">https://www.bmwi.de/Redaktion/DE/Downloads/U/unterschwelvenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6</a> <a href="https://www.gesetze-im-internet.de/vgv_2016/">https://www.gesetze-im-internet.de/vgv_2016/</a>
Teaser	If you are a company, you can register in the Official Register of Prequalified Companies (AVPQ) by providing one-time proof of your reliability and suitability to the responsible Chamber of Industry and Commerce.
Volltext	<p>To participate in public contracts, your company must prove that none of the legally defined formal grounds for exclusion exist. The entry in the directory serves as proof of suitability, so that you then only need to provide an individual access code or enclose a copy of the certificate each time you submit a bid. As a prequalified company, there is a presumption of suitability. This means that public contracting authorities will only request evidence of your suitability in the event of justified doubts.</p> <p>As a prequalified company or freelancer, you can be found using various search criteria such as name, registered office, CPV code, etc., for example when public clients are looking for suitable companies.</p> <p>As a company from the supply and service sector (including freelancers) you can apply for registration. Only as a pure construction company you are</p>

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excluded, because another directory exists for construction companies.

In order to retain your prequalification, you must submit your proof of suitability for preliminary examination once a year to the prequalification office responsible for your (main) place of business. After final inspection by the responsible Chamber of Industry and Commerce, your company will be entered in the official register.

In addition to the mandatory evidence, you can submit further evidence of the qualification of the company/freelancer. These are also subject to verification and can be viewed by the contracting authority as deposited documents.

The documents verified by the IHKs can only be viewed by the contracting authority that has the certificate with its specific access code. However, the official directory is generally accessible.

The directory is updated every day.

## Erforderliche Unterlagen

- Excerpt from the commercial, association, partnership or cooperative register (depending on legal form and registration requirement)
- Business license, depending on the type of business license required
- Business registration/renewal (does not apply to freelancers)
- Membership certificate of the Chamber of Industry and Commerce, Chamber of Trade, or a professional chamber
- Certificate/confirmation of professional/operational liability insurance
- Self-declaration that no serious misconduct has occurred (If there are more than three persons authorized to act as sole representatives, the handwritten declaration of three persons is sufficient. This must include the person responsible for public procurement).
- Certificate in tax matters from the tax office, in Saxony self-declaration
- In case of application of a GmbH & Co. KG: certificate

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for the GmbH & Co. KG as well as for the GmbH

- Certificate for statutory social insurance (health insurance certificate)
- Certificate of no objection from the employers' liability insurance association
- Trade central register excerpt GZR 3 (for sole proprietorships) or trade central register excerpt GZR 4 (for legal entities, partnerships and associations), when applying for a GmbH & Co. KG: the GZR 4 for the KG and GZR 4 for the GmbH

Note: Some of the certificates must be submitted in the original and, as a rule, must not be older than three months. For more information, please refer to the additional information.

<https://www.ihk.de/blueprint/servlet/resource/blob/5028968/e06f78ecfef6a53e365329f8f66450ff/merkblatt-amtliches-verzeichnis-data.pdf>

<https://www.dihk.de/de/ihk-update/aktuelle-erreichbarkeit-des-amtlichen-verzeichnisses-praequalifizierter-unternehmen-avpq--77076>

## Voraussetzungen

- You or your company are qualified and authorized to carry out your trade
- You can prove the economic and financial capacity.
- You can prove the technical and professional capability.
- You can demonstrate that there are no general mandatory grounds for exclusion.
- You can demonstrate that there are no general optional grounds for exclusion, for example, past violations.

## Kosten

Gebühr: 160€ - 181€

Gebühr: 50€ - 83€

For prequalification by the Auftragsberatungsstelle Sachsen-Anhalt (ABST), a uniform fee of 214.20 euros is charged for initial and subsequent applications.

The cost of registration in the official register is 62.00 euros in accordance with the current schedule of fees of the Erfurt Chamber of Industry and Commerce.

## Verfahrensablauf

You apply for prequalification at the prequalification office, after examination you will be included in the

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	<p>directory.</p> <ul style="list-style-type: none"> <li>• Fill out the online application and attach the documents required there.</li> <li>• If you have any questions, please contact the contract advisory offices and chambers of industry and commerce listed under "Responsibility and costs".</li> <li>• The prequalification offices check whether the registration requirements have been met and, if necessary, request additional documents.</li> <li>• If all registration requirements are met, the responsible Chamber of Industry and Commerce will enter you in the official register.</li> <li>• You receive a certificate with a certificate number and an access code.</li> <li>• In the case of public tenders, you must inform the contracting authority of these two numbers in your bid so that it can access the documents you have deposited in the Official Directory.</li> </ul>
Bearbeitungsdauer	From the completeness of the documents, prequalification usually takes no longer than three weeks, and the subsequent registration by the IHK takes a maximum of six working days.
Frist	<ul style="list-style-type: none"> <li>• The certificate of registration in the Official Register is valid for one year. This period starts from the date of registration.</li> <li>• If there are any changes in your company during the course of the year with regard to the proof of suitability and reliability, the company is obliged to notify the Official Register of this, as the Official Register may then have to be amended (possibly also deletion of the entry).</li> </ul>
weiterführende Informationen	
Hinweise	
Rechtsbehelf	The refusal of registration is an administrative act. Depending on national law, an objection or administrative court action may be possible. Detailed information on this can be found in the rejection notice.
Kurztext	<ul style="list-style-type: none"> <li>• Prequalification procedure in the supply and service</li> </ul>

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sector (VOL/A) Implementation

- The prequalification database for the supply and service sector contains companies that have proven their suitability for public contracts.
- Prequalification valid for one year
- Companies save a considerable amount of time and money.
- Public contracting authorities can be sure that the verification is carried out seriously and that offers do not have to be excluded from public tenders due to faulty proof of suitability.
- Possible for all tradesmen and freelancers, only for providers of construction services there is a separate register
- General contractors can exclude their liability for social contributions of their subcontractors according to the Parcel Carrier Protection Act if the subcontractors are registered in the official register.
- Responsible: Erfurt Chamber of Industry and Commerce

## Ansprechpunkt

Please contact the IHK Erfurt.

## Zuständige Stelle

## Formulare

- Forms: Online application form and jacket form
- Online application possible
- Written form requirement: yes
- Personal appearance required: no

## Ursprungsportal

Apply for prequalification procedure in the supply and service sector (VOL/A), Unternehmen für öffentliche Ausschreibungen für den Liefer- und Dienstleistungsbereich präqualifizieren