

99050202060000

# Enter companies in the list of prequalified companies for public tenders

Heruntergeladen am 25.07.2025

<https://fimportal.de/xzufi-services/236510831/L100039>

Modul	Sachverhalt
Leistungsschlüssel	99050202060000
Leistungsbezeichnung I	Enter companies in the list of prequalified companies for public tenders
Leistungsbezeichnung II	Enter companies in the list of prequalified companies for public tenders
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Rheinland-Pfalz
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	unbestimmter Freigabestatus
Begriffe im Kontext	Proof of suitability, General contractor liability for parcel carriers, Pre-qualify, Pre-qualification database, Public tender, Pre-qualification
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Gewerbe (050)
Verrichtungskennung	Eintragung (060)

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SDG-Informationsbereich	Teilnahme an öffentlichen Ausschreibungen: Regeln und Verfahren
Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	28.07.2021
Fachlich freigegeben durch	MWVLW
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.bmwi.de/Redaktion/DE/Downloads/U/unterschwellenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6">https://www.bmwi.de/Redaktion/DE/Downloads/U/unterschwellenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6</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/unterschwellenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6">https://www.bmwi.de/Redaktion/DE/Downloads/U/unterschwellenvergabeordnung-uvgo.pdf?__blob=publicationFile&amp;v=6</a>
Teaser	If you are a company, you can be entered in the Official Register of Prequalified Companies (AVPQ) by providing one-off proof of your reliability and suitability to the relevant 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 apply. The entry in the directory is considered proof of suitability, meaning that you only need to provide an individual access code or enclose a copy of the certificate each time you submit a tender. As a prequalified company, you have a presumption of suitability. This means that public clients will only request proof of your suitability if there are reasonable 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., e.g. 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.</p>

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You are only excluded if you are purely a construction company, as there is a different directory for construction companies.

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

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

The documents checked by the CCIs 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

- Extract from the commercial, association, partnership or cooperative register (depending on legal form and registration requirement)
- Business license, depending on the need for a business license
- Business registration/deregistration (does not apply to freelancers)
- Membership certificate from the Chamber of Industry and Commerce, Chamber of Crafts or a professional chamber
- Certificate/confirmation of professional/company liability insurance
- Self-declaration that there is no serious misconduct (If there are more than three persons with sole power of representation, a declaration signed by 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
- When applying for a GmbH & Co. KG: certificate for

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both the GmbH & Co. KG and the GmbH

- Certificate for statutory social insurance (health insurance certificate)
- Clearance certificate from the employers' liability insurance association
- Central trade register excerpt GZR 3 (for sole proprietorships) or central trade register excerpt GZR 4 (for legal entities, commercial partnerships and associations), when applying for a GmbH & Co. KG: GZR 4 for the KG and GZR 4 for the GmbH
- Note: Some of the certificates must be submitted in the original and must not generally be older than three months. Further information can be found in the additional information.

## Voraussetzungen

- You or your company are qualified and authorized to exercise your trade
- You can prove your economic and financial capacity.
- You can prove your technical and professional capacity.
- You can prove that there are no general mandatory grounds for exclusion.
- You can prove that there are no general optional grounds for exclusion, e.g. past violations.

## Kosten

- Cost framework for registration by the IHK: 50.00 - 74.00 euros
- Cost framework for prequalification: 160.00 to 180.00 euros
- The amount of the respective costs varies depending on the federal state.
- The costs are cumulative.

## Verfahrensablauf

You apply for prequalification at the prequalification body, and you will be included in the directory after an assessment.

- You can find the online application on the website of the official directory of the Association of German Chambers of Industry and Commerce
- Fill it out and attach the required documents
- If you have any questions, please contact the contract advisory centers and IHKs listed under "Responsibility and costs"
- The prequalification bodies check whether the

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	<p>registration requirements have been met and request additional documents if necessary</p> <ul style="list-style-type: none"> <li>• If all registration requirements are met, the responsible IHK will enter you in the official register</li> <li>• You will receive a certificate with a certificate number and an access code</li> <li>• In the case of public tenders, you must provide these two numbers to the contracting authority in your tender so that it has access to the evidence you have deposited in the official register.</li> </ul>
Bearbeitungsdauer	<p>Once the documents are complete, prequalification generally takes no longer than three weeks and subsequent registration by the Chamber of Industry and Commerce takes a maximum of six working days.</p>
Frist	<ul style="list-style-type: none"> <li>• The certificate of entry in the Official Register is valid for one year. This period begins from the date of registration.</li> <li>• If there are any changes to your company's proof of suitability and reliability during the course of the year, the company is obliged to inform the Official List, as the Official List may then have to be amended (and the entry may have to be deleted).</li> </ul>
weiterführende Informationen	
Hinweise	
Rechtsbehelf	<p>The refusal of registration is an administrative act. Depending on state law, an objection or administrative court action may be possible. You can find detailed information on this in the rejection notice.</p>
Kurztext	<ul style="list-style-type: none"> <li>• The prequalification database for the supply and services sector lists companies that have proven their suitability for public contracts</li> <li>• Prequalification valid for one year</li> <li>• This saves companies considerable time and money.</li> <li>• Public contracting authorities can be sure that the verification is serious and that bids do not have to be excluded from public tenders due to incorrect proof of suitability</li> <li>• Possible for all tradespeople and freelancers, there is only a separate list for providers of construction services</li> </ul>

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	<ul style="list-style-type: none"> <li>• General contractors can exclude their liability for the social security contributions of their subcontractors in accordance with the Parcel Carrier Protection Act if the subcontractors are entered in the official register.</li> </ul>
Ansprechpunkt	
Zuständige Stelle	<p>You can research the responsible office online:  <a href="https://amtliches-verzeichnis.ihk.de/PQStellen.aspx">https://amtliches-verzeichnis.ihk.de/PQStellen.aspx</a>  <a href="https://amtliches-verzeichnis.ihk.de/PQStellen.aspx">https://amtliches-verzeichnis.ihk.de/PQStellen.aspx</a></p>
Formulare	<ul style="list-style-type: none"> <li>• Forms: Online application form and master form</li> <li>• Online application possible: yes</li> <li>• Written form requirement: yes</li> <li>• Personal appearance required: no</li> </ul>
Ursprungsportal	<p>Unternehmen in das Verzeichnis präqualifizierter Unternehmen für öffentliche Ausschreibungen eintragen lassen, Enter companies in the list of prequalified companies for public tenders</p>