

## **Register companies in the list of prequalified companies for public tenders**

As a company in the main and ancillary construction sector, you can use the prequalification procedure to identify yourself to public contracting authorities and be entered in the Official Register of Prequalified Companies (PQ-VOB).

### **Competent Department**

- [Verein für die Präqualifikation von Bauunternehmen e.V. - Geschäftsstelle Bonn](#)

### **Basic information**

To participate in public contracts, your company must prove that none of the legally defined formal grounds for exclusion exist.

The prequalification corresponds to a certification with the difference that the validity is not confirmed by a certificate but by the currently valid entry in the Official Directory PQ-VOB (<https://www.pq-verein.de/pq-liste/>).

The entry in the Official Directory PQ-VOB serves as proof of suitability, so that you only need to quote the PQ number each time you submit a bid. As a prequalified company, you have a presumption of suitability. This means that the evidence provided may not be called into question without justification.

As a company in the main and ancillary construction trades, you can apply for prequalification at one of the six prequalification bodies of the PQ Association.

After final inspection by the selected prequalification body and the PQ-Verein, your company will be entered in the Official Register PQ-VOB.

In order to maintain your prequalification, you will be notified by the prequalification body you have selected as to which proofs of suitability are expiring; you must submit these in good time or, in the case of some proofs, you can also commission your prequalification body to do so.

In addition to the required proofs of prequalification, you can submit further proofs of the company.

The documents verified by the prequalification bodies can be viewed in the protected section of the Official Directory only by those public contracting authorities or their agents who have registered with the PQ Association. However, the company details and prequalified service areas are generally accessible in the public part of the Official Directory.

The directory is updated on a daily basis.

## Requirements

- You or your company is active in the main or secondary construction trade.
- If you have already participated in a public tender according to VOB/A, the prequalification should not be a problem.
- Your company can provide evidence of three completed business years.
- You can prove economic and financial capability.
- You can prove 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, such as past violations.

## What documents do I need?

- Self-declaration for the PQ procedure on the absence of grounds for exclusion and payment of the minimum wage
- Self-declaration for the PQ procedure (sales and sales shares)
- Self-declaration for the PQ procedure (personnel)
- Self-declaration when using subcontractors
- Self-declaration that there are no entries in the Central Business Register and the National Corruption Register
- Proof of the absence of an entry in the competition register
- Exemption certificate according to § 48 EstG (if applicable) or certificate in tax matters
- Business registration/commercial registration, excerpt from commercial register or self-declaration, if applicable
- Certificate of registration in the professional register of the company's registered office
- Certificate of no objection from the collective bargaining social security fund or negative certificate
- Qualified certificate of no objection from the employers' liability insurance association
- Declaration of consent for data processing and publication in the Official Directory
- 3 references per service area
- Confirmation insolvency administration

Necessary in individual cases.

- Evidence in case of self-cleaning (1/3)

Necessary in individual cases.

- Evidence in case of self-cleaning (2/3)

Necessary in individual cases.

- Evidence in case of self-cleaning (3/3)

Necessary in individual cases.

- Business license

## Procedure

You apply for prequalification at a prequalification office of the PQ Association. After positive examination of the application, the prequalification procedure starts, which ends with the entry of your company in the Official Register PQ-VOB.

The application can be submitted digitally via the developed online service for applying for prequalification or in writing directly with the prequalification office.

Steps in the prequalification service:

- You access [www.pq-online.eu](http://www.pq-online.eu) and learn about the online service.
- You submit the application. To do this, you perform the following steps:

1. Log in with your company account.
2. Choose between the construction sector or supply and service sector
3. Select a PQ position
4. Enter your company data
5. Select the service areas and upload the corresponding references
6. Upload additional documents
7. Send the PQ application form
  - Your selected prequalification body will be available to answer any questions you may have.
  - A contract between your company and the prequalification body is required in the current process.
  - The preparation of the contract is the responsibility of the PQ office.
  - The prequalification bodies check whether the registration requirements are met and request documents if necessary.
  - If all registration requirements are met, the PQ Association enters you in the Official Directory PQ-VOB.
  - You will receive a prequalification number (PQ number).

You inform the contracting authority of this PQ number in your bid for public tenders (e.g. in Form 213 of the VHB Bund).

Written application:

- On the website of the PQ Association <https://www.pq-verein.de/> you will find all selectable prequalification bodies.
- Select one of them.
- On their websites you will find an overview of the required documents.
- Fill out the form and attach all required documents.
- Either submit them digitally or by mail to the prequalification body.
- Your selected prequalification office will be available to answer any questions you may have.
- A contract between your company and the prequalification body is mandatory. This is prepared by the PQ office.
- The prequalification bodies check whether the registration requirements are met and request documents if necessary.
- If all registration requirements are met, the PQ Association enters you in the Official Directory PQ-VOB.
- You will receive a prequalification number (PQ number).

In the case of public invitations to tender, you inform the contracting authority of this PQ number in your bid (e.g. in form 213 of the VHB Bund).

## Legal bases

- [§§ 6a Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(VOB/A\)](#)
- [§§ 6a Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(EU VOB/A\)](#)
- [§§ 6a Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(VS VOB/A\)](#)
- [§ 6b Abs. 1 Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(VOB/A\)](#)
- [§ 6b EU Abs. 1 Nr. 1 Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(VOB/A\)](#)
- [§ 6b VS Abs. 1 Nr. 1 Vergabe- und Vertragsordnung für Bauleistungen - Teil A \(VOB/A\)](#)
- [§ 122 Abs. 3 Gesetz gegen Wettbewerbsbeschränkung \(GWB\)](#)

## More information

There is another directory for companies in the supply and service sector. This directory is called the Official Directory of Prequalified Companies (AVPQ).

As a prequalified company, you can be found using various search criteria such as name, registered office, service area, etc., e.g. when public clients or private clients are looking for suitable companies.

Appeal:

The decision of the prequalification body can be appealed to the Appeals Committee of the PQ Association. Likewise, the prequalification body can appeal decisions of the PQ Association to the Appeals Committee.

The appeals procedure is regulated in detail in the Appeals Regulations of the PQ Association. Appeals do not have a suspensive effect against the respective decision.

### **What deadlines must be paid attention to?**

1 year The entry in the directory is valid until the evidence provided expires and is not resubmitted.

If there are any changes in your company with regard to the proofs of suitability and reliability, the company is obliged to notify the Official Register, as the Official Register may then have to be amended (possibly also deletion of the entry).

### **How long does it take to process**

The application review processing period begins as soon as a PQ office receives a complete and unopposed application.

### **What are the costs?**

from approx. 450 Euro

As a company, you conclude an annual contract with the selected PQ office. Within the scope of the contract, the PQ-Center takes over the initial prequalification, the updating of your company data, notifies you when certificates expire and applies for expiring certificates independently, after appropriate authorization.

The PQ offices follow different fee schedules. The fees are calculated on the basis of various factors, such as the number of prequalifying service areas, the services provided by the PQ office, and the fee paid to the PQ association for registration in the directory. For example, the fee consists of the fee for the initial entry, an annual fee for maintaining the prequalification, and fees for additional services and references.