

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

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

In order to participate in public contracts, your company must prove that none of the legally defined formal grounds for exclusion apply.

Prequalification corresponds to certification with the difference that the validity is not confirmed by a certificate, but by the currently valid entry in the official PQ-VOB directory.

The entry in the official PQ-VOB register is regarded as proof of suitability, meaning that you only need to quote the PQ number each time you submit a tender. 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 construction and ancillary construction trades, you can apply for prequalification at one of the six prequalification offices of the PQ Association. The PQ Association manages the official PQ-VOB directory, issues the license to operate as a PQ body and assumes responsibility for technical supervision. It ensures a standardized prequalification procedure. After a final check by the selected prequalification body and the PQ Association, your company will be entered in the official PQ-VOB directory.

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

In addition to the evidence required for prequalification, you can submit further evidence from the company. These can be viewed by the contracting authority as "additional evidence".

The documents checked by the prequalification bodies can only be viewed in the protected section of the official directory by those contracting authorities or their representatives who have registered with the PQ-Verein. However, the company details and pre-qualified service areas are generally accessible in the public section of the Official Directory.

The directory is updated daily.

## Requirements

- You or your company is active in the main or ancillary building trade.
- Your company can provide evidence of three completed financial years.
- 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.
- For online applications: "My company account" based on ELSTER

## What documents do I need?

- Self-declaration for the PQ procedure that there are no reasons for exclusion and that minimum wage is paid
- Self-declaration for the PQ procedure (turnover and share of turnover)
- Self-declaration for the PQ procedure (personnel)
- Self-declaration for the use of subcontractors
- Self-declaration that there are no entries in the central trade register and state corruption register
- Proof that there is no entry in the competition register
- Exemption certificate according to § 48 EstG (if applicable) or certificate in tax matters
- Business registration/trade license, extract from the commercial register or, if applicable, self-declaration
- Certificate of registration in the professional register of the company's registered office
- Clearance certificate from the collectively agreed social security fund or negative certificate
- Qualified clearance certificate from the employers' liability insurance association
- Declaration of consent for data processing and publication in the official directory
- 3 references per service area
- If there is a registered insolvency and a legally binding insolvency plan: Confirmation of insolvency administration pursuant to § 258 InsO
- If self-cleaning measures are to be taken into account: Documentation on the points of fact-finding, damage compensation, taking organizational, technical and personnel measures

You can find more detailed information in the guidelines on taking self-cleaning measures into account when awarding public construction contracts.

- If the company operates in an area where a business license is required: Business license

## Procedure

You apply for prequalification at a prequalification body of the PQ Association. Once the application has been positively reviewed, the prequalification process begins, which ends with your company's entry in the official PQ-VOB directory.

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

Online application:

- To use the online application, call up the PQ portal. Then log in with your "My company account" based on ELSTER and start the prequalification application process. The system will guide you through the application process.

Written application:

- On the website of the PQ Association you will find all selectable prequalification bodies.
- Select one of them.
- On their websites you will find an overview of the required documents.
- Fill these out and attach all the required documents.
- You can either send these to the prequalification body digitally or by post.

Your selected prequalification body will be happy to answer any questions you may have.

A contract must be concluded between your company and the prequalification body. This is prepared by the PQ body.

The prequalification bodies check whether the registration requirements have been met and request additional documents if necessary.

If all registration requirements are met, the PQ Association will enter you in the official PQ-VOB directory.

You will receive a prequalification number (PQ number).

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

## Legal bases

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

## More information

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

In addition, the Hessian Prequalification Register (HPQR) exists as an official register in which companies from the construction, supply and service sectors can be entered.

Legal remedy:

Appeals against the decision of the prequalification body can be lodged with the complaints committee of the PQ Association. The prequalification body can also appeal against decisions of the PQ Association to the Appeals Committee.

The complaints procedure is regulated in detail in the PQ Association's complaints regulations. Appeals have no suspensive effect against the respective decision.

## What deadlines must be paid attention to?

1 year Period of validity.

The entry in the register is valid until the evidence provided expires and is not resubmitted. If there are any changes to your company with regard to the proof of suitability and reliability, the company is obliged to notify the Official List, as the Official List may then have to be amended (and the entry may have to be deleted).

## How long does it take to process

1 to 2 weeks.

The processing period for reviewing the application begins as soon as a PQ center has received a complete and unobjectionable application.

## What are the costs?

From approx. 450 euros.

The PQ centers follow different fee scales. Various factors are taken into account when calculating fees.