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

Heruntergeladen am 08.06.2025

<https://fimportal.de/xzufi-services/136200325/L100027>

Modul	Sachverhalt
Leistungsschlüssel	99050213060000, 99050213060000
Leistungsbezeichnung I	Enter companies in the list of prequalified companies for public tenders in the construction sector
Leistungsbezeichnung II	
Typisierung	3 - Bundesaufsichtsverwaltung: Regelung
Quellredaktion	Mecklenburg-Vorpommern
Freigabestatus Katalog	unbestimmter Freigabestatus
Freigabestatus Bibliothek	fachlich freigegeben (silber)
Begriffe im Kontext	
Leistungstyp	Leistungsobjekt mit Verrichtung
Leistungsgruppierung	Gewerbe (050)
Verrichtungskennung	Eintragung (060)
SDG-Informationsbereich	Teilnahme an öffentlichen Ausschreibungen: Regeln und Verfahren

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Lagen Portalverbund	
Einheitlicher Ansprechpartner	Nein
Fachlich freigegeben am	04.02.2025
Fachlich freigegeben durch	Ministry of Economic Affairs, Infrastructure, Tourism and Labor Mecklenburg-Vorpommern
Handlungsgrundlage	<a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_31012019_BWI781063060120180001604634.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_31012019_BWI781063060120180001604634.htm</a> <a href="https://www.gesetze-im-internet.de/gwb/_122.html">https://www.gesetze-im-internet.de/gwb/_122.html</a> <a href="https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_31012019_BWI781063060120180001604634.htm">https://www.verwaltungsvorschriften-im-internet.de/bsvwvbund_31012019_BWI781063060120180001604634.htm</a> <a href="https://www.gesetze-im-internet.de/gwb/_122.html">https://www.gesetze-im-internet.de/gwb/_122.html</a>
Teaser	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).
Volltext	<p>In order to participate in public contracts, your company must prove that none of the legally defined formal grounds for exclusion apply.</p> <p>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.</p> <p>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.</p> <p>As a prequalified company, you have a presumption of suitability. This means that the evidence provided may not be called into question without justification.</p> <p>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</p>

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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 are due to 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.

## Erforderliche Unterlagen

- Self-declaration for the PQ procedure that there are no grounds for exclusion and that minimum wage is paid
- Self-declaration for the PQ procedure (turnover and share of turnover)
- Self-declaration on 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
- Certificate in tax matters
- Business registration/trade registration, extract from the commercial register or self-declaration, if applicable
- 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

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	<ul style="list-style-type: none"> <li>• 3 references per service area</li> <li>• If there is a registered insolvency and a legally binding insolvency plan: Confirmation of insolvency administration pursuant to Section 258 InsO</li> <li>• If self-cleaning measures are to be taken into account: Documentation on the points of fact-finding, loss compensation, taking organizational, technical and personnel measures. More detailed information can be found in the guidelines on the consideration of self-cleaning measures when awarding public construction contracts.</li> <li>• If the company operates in an area in which a business license is required: Business license</li> </ul>
Voraussetzungen	<ul style="list-style-type: none"> <li>• You or your company is active in the main or ancillary building trade.</li> <li>• Your company can provide evidence of three completed financial years.</li> <li>• You can prove your economic and financial capacity.</li> <li>• You can prove your technical and professional capacity.</li> <li>• You can prove that there are no general mandatory reasons for exclusion.</li> <li>• You can prove that there are no general optional grounds for exclusion, for example past violations.</li> <li>• For online applications: "My company account" based on ELSTER</li> </ul>
Kosten	<ul style="list-style-type: none"> <li>• from approx. 450.00 EUR</li> <li>• The PQ centers follow different fee scales.</li> <li>• Various factors are taken into account when calculating fees.</li> </ul>
Verfahrensablauf	<p>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.</p> <p>The application can be submitted digitally via the online service developed for applying for prequalification or in writing directly to the prequalification body.</p> <p>Online application:</p>

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- 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.
- You will find an overview of the required documents on their website.
- 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).

## Bearbeitungsdauer

1 - 2 Woche(n)

The processing period for reviewing the application

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	begins as soon as a PQ center has received a complete and unobjectionable application.
Frist	<p>1 Jahr(e)</p> <p>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 inform the Official List, as the Official List may then have to be amended (and the entry may have to be deleted).</p>
weiterführende Informationen	<p><a href="https://www.pq-verein.de/">https://www.pq-verein.de/</a></p> <p><a href="https://www.pq-verein.de/praequalifizierungsstellen/">https://www.pq-verein.de/praequalifizierungsstellen/</a></p> <p><a href="https://www.verwaltungsvorschriften-im-internet.de/pdf/BMUB-B-20170906-SF-A001.pdf">https://www.verwaltungsvorschriften-im-internet.de/pdf/BMUB-B-20170906-SF-A001.pdf</a></p> <p><a href="https://www.pq-verein.de/">https://www.pq-verein.de/</a></p> <p><a href="https://www.pq-verein.de/praequalifizierungsstellen/">https://www.pq-verein.de/praequalifizierungsstellen/</a></p> <p><a href="https://www.verwaltungsvorschriften-im-internet.de/pdf/BMUB-B-20170906-SF-A001.pdf">https://www.verwaltungsvorschriften-im-internet.de/pdf/BMUB-B-20170906-SF-A001.pdf</a></p>
Hinweise	<p>There is another directory for companies in the supply and service sector. This register is called the Official Register of Prequalified Companies (AVPQ).</p> <p>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.</p>
Rechtsbehelf	<ul style="list-style-type: none"> <li>• Appeals against the decision of the prequalification body can be lodged with the Appeals Committee of the PQ Association.</li> <li>• The prequalification body can also lodge an appeal against decisions made by the PQ Association with the Appeals Committee.</li> <li>• The complaints procedure is regulated in detail in the PQ Association's complaints regulations.</li> <li>• Appeals have no suspensive effect against the respective decision.</li> </ul>
Kurztext	<ul style="list-style-type: none"> <li>• Entry in the official directory in the construction sector (VOB)             <ul style="list-style-type: none"> <li>• The official directory (PQ-VOB) lists companies in the main construction and ancillary construction trades that have proven their suitability for public contracts.</li> <li>• This saves companies considerable time and money.</li> </ul> </li> </ul>

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- Exemption from guarantor and general contractor liability
- Preferential request for restricted tenders
- Public clients can be sure that the check is serious, up to date and that bids do not have to be excluded from public tenders due to incorrect proof of suitability.
- Possible for all companies in the main and ancillary construction trades
- responsible: Prequalification bodies of the PQ Association

## Ansprechpunkt

### Zuständige Stelle

Association for the prequalification of construction companies - Bonn office  
 Konstantinstraße 38  
 53179 Bonn

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 Fax: +49 (0)228 943777-20  
 E-mail: [info@pq-vob-verein.de](mailto:info@pq-vob-verein.de)  
[www.https://www.pq-verein.de/](https://www.pq-verein.de/)

## Formulare

### Ursprungsportal

Enter companies in the list of prequalified companies for public tenders in the construction sector, Unternehmen in das Verzeichnis präqualifizierter Unternehmen für öffentliche Ausschreibungen im Baubereich eintragen lassen