**Procurement Procedures at TU Berlin**

**I. Legal Foundation**

Certain legal norms have to be observed concerning the awarding of public contracts and the procurement process. The following are the most important regulations affecting procurement at the Berlin:

- Landeshaushaltsordnung (LHO) – Berlin state budget code - including Ausführungsvorschriften zur Landeshaushaltsordnung Berlin (AV LHO) – implementation regulations
- Vergabeverordnung (VgV) – regulation on the awarding of public contracts
- Unterschwellenvergabeordnung (UVgO) - Sub-threshold awarding regulations (before the awarding of contracts)
- Vergabe- und Vertragsordnung für Leistungen Teil B (VOL/B) Procurement and contracting regulations for services - Part B (with legal provisions after the awarding of contracts)
- Public procurement law for construction services is regulated in the Vergabe- und Vertragsordnung für Bauleistungen (VOB) – German construction contract procedure - and not in the UVgO
- Haushaltstechnische Richtlinien (HtR) – budget guidelines
- Berliner Ausschreibungs- und Vergabegesetz (BerlAVG) - Berlin public tender and procurement act
- Berliner Korruptionsregistergesetz (KRG) - Berlin corruption register
- Verwaltungsvorschrift Beschaffung und Umwelt (VwVBU) - The administrative regulation for procurement and the environment for supply, construction and services
- Frauenförderverordnung (FFV) – regulation for the advancement of women

According to Section 55 (1) of the Berlin state budget code (LHO), a number of **obligations regarding tendering** have to be fulfilled (Verpflichtung zur Ausschreibung) before a contract for supplies and services can be concluded. It is therein stated that all planned procurements are to be put out to tender. Section 8 of the sub-threshold awarding regulations (UVgO), however, describes three different models for awarding contracts (as well as conditions under which exceptions apply), depending on the type and value of procurement, whereby different regulations concerning the awarding of contracts must be complied with. Reasons for all decisions made are to be officially recorded!

**Berliner Ausschreibungs- und Vergabegesetz (BerlAVG) - Berlin public tender and procurement act**

The Berlin public tender and procurement act (Berliner Ausschreibungs- und Vergabegesetz - BerlAVG) is to be complied with when awarding contracts for supplies and services (as well as for construction contracts). It regulates the requirements or minimum standards to be complied with by a contractor concerning collective agreements and minimum wages, sustainable procurement, observing core ILO core labor standards as well as the advancement of women and the compatibility of working and family life. Contractors are obliged, by means of a standardized self-declaration to be submitted along with the contract documents, to declare their compliance with these requirements and minimum standards. Details can be found in the BerlAVG and in the special contract conditions which are also available. Forms can be obtained via the contract registry of the state of Berlin (https://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/).

Please note: All existing English-language declarations are available from the homepage of the Central Awarding Office.

**Homepage of the TU Berlin Central Awarding Office**

**Corruption Register / Central Trade Register**

Furthermore, before awarding a contract, the public contracting authorities in Berlin are required, in accordance with the corruption register act (Korruptionsregistergesetz - KRG), for all types of public contracts with a contract value of EUR 15,000 gross and above, to consult
the corruption register maintained by the Senatsverwaltung für Stadtentwicklung und Umwelt (Senate Department for Urban Development and the Environment) for any acts of corruption therein recorded, as well as other infringements concerning legal dealings or business activities (particularly related to illicit employment, tax non-compliance, anti-competitive dealings and other infringements which impede free competition). As restricting searches and inquiries to juristic persons only is generally of very limited value, particularly when positions of active responsibility have been re-assumed in business, entries in the register are made by natural person and searches concerning entries for corruption etc. should, accordingly, also focus on natural persons. This requires the unequivocal identification of the legal representative as well as, in the case of partnerships, of the executive partner, and is only possible if the awarding office has access to data, in other words surnames, first names, date of birth and place of birth (cf. Section 5 (1), no. 5 of the KRG). The candidate/tenderer must provided the data required in the self-declaration of suitability (Wirt-124).

For contract values of EUR 30,000 gross and above, the public contracting entity is moreover required, in accordance with Section 21 (4) of the posted workers act (Arbeitnehmerentsendegesetz - AEntG) and Section 19 (4) of the minimum wage act (Mindestlohngesetz), to obtain a disclosure from the central trade register, in accordance with Section 150a of the trade regulations act (Gewerbeordnung), concerning the prospective contractor before the final awarding of the contract. The tenderer must also provide the necessary information in the self-declaration of suitability (Wirt-124).

Administrative Regulation for Procurement and the Environment

The administrative regulation on procurement and the environment (Verwaltungsvorschrift Beschaffung und Umwelt - VwVBU) applies to the awarding of all supply, construction and service contracts with a contract value of EUR 10,000 or more net. A feasible working basis is to be established to ensure a sustainable procurement in which not only the financial interests of the contracting authority are taken into account, but where also ecological considerations are given consideration. Before the procurement of products, preliminary considerations should be made regarding a range of issues such as, for example, different subjects of agreement (such as different drive systems or vehicle sizes), different types of contract (purchase/lease), different technical concepts or products (such as inkjet printers or laser printers).

Similarly, during the succeeding tendering process, when evaluating tenders, life cycle costs (future costs incurred during the operating life of the product) should be taken into account, such as in the case of vehicles, or electrically-powered items such as cooling devices or monitors. For numerous products there are, additionally, specific documents (Leistungsbücher) specifying environmental requirements to be complied with. These documents as well as tables for calculating life cycle costs can be accessed via http://www.stadtentwicklung.berlin.de/sen/uvk/service/gesetzentexte/de/beschaffung/

Regulation for the Advancement of Women

This concerns contracts for supplies and services with a value of at least EUR 25,000 gross or construction contracts with a value of at least EUR 200,000 gross. In these cases, the obligations of the contractors must be stipulated with regards to measures to be undertaken within the company concerning the advancement of women and the promotion of the compatibility of career and family, as well as with regards to compliance with prevailing legislation on equal treatment (Gleichbehandlungsrecht). The notification of tender for contracts for which the regulation for the advancement of women (FFV) applies, must include the following text: “According to the regulation for the advancement of women (Frauenförderverordnung - FFV), tenderers and candidates must submit a corresponding declaration, which is attached to the tender documents. Tenders that contain no or incomplete declarations according to Section 1 (2) of the FFV will not be considered". Moreover, for supply and service contracts, the documents submitted with the tender must include the self-declaration Wirt -2141 (Form from Berlin contract registry).

As a reporting obligation to the Berlin State Department for Economics, Technology and Women applies for procurements of EUR 10,000 gross and above, the TU internal form for data collection concerning the advancement of women ((Datenerhebungsformular zur Frauenförderung) must also be submitted with the check notes (Angebotsprüfungserklärung) for statistical purposes.
II. Awarding Contracts

1. Europe-wide tender for supply and service contracts

For contracts with an estimated value over EUR 214,000 (without VAT) a Europe-wide tendering process (open procedure) is required.

For the process of awarding contracts within the EU, special provisions apply. For more details, please refer to the regulation on the awarding of public contracts (Verordnung über die Vergabe öffentlicher Aufträge - VgV) - formerly VOL/A – EG.

For questions regarding procedures, as well as for guidance on the tendering process, please contact submissions in Department K2 – the Central Awarding Office (vergabestelle@tu-berlin.de).

2. Open tendering for supply and service contracts

For an open tendering, an unrestricted number of businesses are requested to submit a tender. The procedure regarding open tendering is regulated in Sections 8 to 48 of the UVgO. These regulations must be strictly adhered to.

The offer to tender is made public via the electronic notification platform for the state of Berlin (www.berlin.de/vergabeplattform). An appropriate deadline should be set for submitting tenders; thereafter the witnessed opening of the tenders commences. All tenders submitted are to remain unopened until this point. A form (Wirt 351) is to be completed detailing the opening of the tenders, their verification and evaluation and the intended awarding of the contract. This session is not open to the public.

Once the deadline for submitting tenders has expired, all tenders received will be assessed and a decision will be taken concerning the awarding of the contract. Tenders submitted after the deadline will not be considered.

Procurement and development projects for sums in excess of EUR 250,000 (or EUR 100,000 in the case of vehicles) are, in accordance with no.15.8 of the HtR (budget guidelines), to be recorded in the budget as a single title. An application is to be submitted to III FIMA 2/21 in this respect.

Major instrumentation

Should the contract value exceed EUR 200,000 (for major instrumentation the costs of the individual items of equipment plus fixtures), the procurement application must be submitted as for "joint task large-scale facilities for scientific research, including major instrumentation, of supra-regional significance, in accordance with article 91b (1) no. 3 of the constitution" or in the case of the continued use of extant university facilities according to Article 143c of the constitution.

Further information regarding possible procedural options for applications can be obtained from the Department of Finance (III A). It should be noted that, irrespective of the application method chosen, procurement may only take place after the clearance of the approved application by the Senate Administration.

After the application has been assessed by TU Berlin, the application papers are to be forwarded to the Senatsverwaltung für Bildung, Jugend und Wissenschaft (Berlin State Department for Education, Youth and Science). The decision regarding the acceptance of the project into the joint funding program is to be taken by the planning board of the state on the basis of a report from the German Research Foundation.
3. **Restricted tendering with or without a call for competition for supply and service contracts**

In the case of restricted tendering, in contrast to open tendering and open procedures, only a limited number of businesses are called upon to submit their tenders in writing. The procedure for a restricted tendering is similar, from a legal point of view, to an open tendering (the regulations of the UVgO also apply here) with the exception of the obligation to publish the contract notice. Instead, businesses will either be called upon, by means of the publication of the contract notice, to participate in a restricted tendering process (restricted tendering with a call for competition) or will be approached directly by TU Berlin to submit a tender (restricted tendering without a call for competition). Restricted tendering with a call for competition may be used up to the threshold value of EUR 214,000 (excluding VAT). Restricted tendering without a call for competition may take place if the estimated total value of the procurement is under EUR 100,000 (excluding VAT) (No. 3.3.1, implementation regulations, Section 55 of the LHO).

Only in specific circumstances, such as when there is a very limited number of businesses offering a service in the market, when there is a need for confidentiality and secrecy, or as a result of an open tendering which failed to find a suitable contractor, is it possible to operate a restricted tendering without a call for competition in place of an open tendering or a restricted tendering with a call for competition. Further details can be found in Section 8 (3) of the UVgO.

The following procedure applies for a restricted tendering without a call for competition at TU Berlin: A minimum of six businesses must be called upon to submit a tender in writing. Tenderers are provided with the contract award documents together with a proposal submittal letter. **For estimated contract values of EUR 25,000 and above (excluding VAT), restricted tendering pursuant to no. 8.2 of the implementation regulations, Section 55 of the LHO must be carried out through electronic contract awarding, i.e. via the awarding platform of the state of Berlin (www.berlin.de/vergabeplattform)!** An appropriate deadline is to be set for the submission of tenders, upon expiry of which a witnessed opening of the tenders will take place. All tenders submitted are to remain unopened until this point. A form (Wirt 351) is to be completed detailing the opening of the tenders. This session is not open to the public. Once the deadline for submitting tenders has expired, all tenders received will be assessed and a decision will be taken concerning the awarding of the contract. Tenders submitted after the deadline will not be considered.

4. **Negotiated tendering with or without a call for competition for supply and service contracts**

Should the contract value of the tender be below EUR 10,000 (excluding VAT), negotiated tendering with or without a call for competition is also possible (No. 3.3.2 of the implementation regulations, Section 55 of the LHO). In the case of negotiated tendering with a call for competition, businesses are called upon, by means of a publication of the contract notice, to participate in a negotiated tendering. In restricted tendering without a call for competition, contracts are awarded without the formal tendering process. Nevertheless, even for negotiated tendering, at least three written tenders have to be obtained from three different service providers for the purposes of comparing tenders. If the decision to use negotiated tendering is based on there only being one suitable service provider (e.g. Section 8 (4), no. 9 of the UVgO), then a single tender suffices.
For expected contract values of EUR 1000 or less (excluding VAT) a comparison of prices, for example via prices published in catalogs or on the Internet, is sufficient and there is no requirement to obtain individual written tenders. (Section 14 of the UVgO and no.3.9 of the implementation regulations, Section 55 of the LHO). Verbal or telephone inquiries, however, do not suffice. The result of the price comparison must be recorded.

Negotiated tendering with or without a call for competition for contract values exceeding EUR 10,000 (excluding VAT) is only possible, in accordance with Section 8 (4) of the UVgO, if:

1. The contract includes conceptual or innovative solutions;
2. The contract cannot be awarded without prior negotiation because of specific circumstances relating to the nature, complexity or legal or financial framework, or to the associated risks;
3. The supplies or services to be provided cannot be described with the necessary clarity or detail in terms of its nature and scope, in particular regarding its technical requirements, to permit sufficient tenders for the purposes of comparison;
4. In the case of a suspended open or restricted tendering, repeating the tendering process is unlikely to result in a positive financial outcome;
5. The needs of the contracting party cannot be met without adapting solutions that are already available;
6. The contract is intended for the supply of goods or provision of services for the completion of scientific, technical and specialist projects in the areas of research, development and analysis but not for the purposes of maintaining the general ongoing operations or infrastructure of a department of the contracting party;
7. Contracts need to be awarded for reasonable amounts and for reasonable periods of time on conclusion of development services, to those businesses involved in the development work;
8. An open tendering or a restricted tendering with or without a call for competition would entail an expenditure on the part of the contracting party or the candidates or tenderers which would be disproportionate to the benefits gained or the value of the service provided;
9. The supplies or services are particularly urgently required for reasons which could not have been foreseen by the contracting authorities and which are not attributable to the actions of the contracting authorities;
10. The supplies or services can only be provided by a particular company;
11. The contract is for the supply of goods listed and acquirable on a commodity exchange;
12. Goods or services are to be procured from the original contractor owing to the following:  
   a) They are intended to partially renew or extend goods or services already provided;  
   b) A change in company would result in the contracting authority having to buy supplies or services with different technical characteristics; and  
   c) This change would result in technical incompatibility or disproportionate technical difficulties in use and maintenance;
13. Replacement parts or accessories for machines and instruments need to be procured from the original provider and these parts cannot be obtained from another supplier in adequate quality or economically;
14. There is an opportunity for a more economical procurement than would be the case if open or restricted tendering were used;
15. It is necessary for reasons of security, confidentiality or secrecy;
16. The public contract is to be awarded exclusively:
   a) To workshops for people with disabilities or to businesses whose main purpose is the social and professional integration of people with disabilities or disadvantaged people; or
   b) To correctional facilities; or
17. It is permitted by implementing regulations of a federal or state ministry up to a certain maximum value (value limit); such a value limit may also be set for the award of supply and service contracts of an office located abroad or of an office located in Germany which procures a good or service from abroad in order to meet a need arising abroad.

As an exception, the following applies in accordance with Section 8 (4), no. 6 of the UVgO:

As part of the German federal government’s regulations regarding scientific freedom of initiative (from 30 July 2008), which define the foundations for greater autonomy and flexibility for non-university research, it was decided to permit a relaxing of procurement measures for non-university institutes (for example Frauenhofer Institute, Max-Planck Institute, Helmholtz Centers, DFG). This was subsequently codified in Section 8 (4) of the UVgO under no. 6.

The regulation whereby contracts for services for the purposes of conducting in-house research, development and analysis projects, and where the value is below the threshold, may be awarded by direct contract is closely connected to former Section 3 EG (4) letter b) and is intended for the supply of goods manufactured for the purposes of research, experiments, analyses, development or improvement (but does not apply to batch production). This does not apply to any general procurement procedures (such as for the maintenance of day-to-day operations or for infrastructural purposes)! The services provided have to be for the direct purpose of research or development, require a justification and may not be a standard product serving as a supplementary support to development-related activities or experiments. This regulation within the UVgO applies by virtue of the generality of the sub-threshold awarding regulations to all other users who do not constitute part of the focus of research facilities as defined above but who must, however, also meet the strict definitions for a legitimate use. Your claim to use an appropriately simplified procedure must be explained in detail.

The awarding of supply or service contracts cannot be split in order to avoid open or restricted tendering.

III. Choosing a tenderer and placing an order

Contracts for supplies and services are only to be concluded with efficient, reliable and competent businesses.

The business and supplier directory for public contracts (ULV) - VOB und UVgO - of the Senate Department for Urban Development and the Environment lists businesses which are deemed to be efficient, reliable, competent and law-abiding according to Section 6 of the German construction contract procedure (VOB/A), Section 31 of the sub-threshold awarding regulations (UVgO) and Section 122 of the act against restraint of competition (Gesetz gegen Wettbewerbsbeschränkungen - GWB). The ULV directory facilitates the awarding of public contracts for public contracting authorities as well as contractors. Inclusion in the directory means that the requisite, non-contract specific, itemized proofs concerning efficiency, competence and reliability required by the public contracting authorities for the purposes of awarding a contract are deemed to have been provided, in accordance with Section 6b of the VOB/A and Section 35 of the UVgO. Should a business not be registered in the directory, the requisite self-declaration has to be submitted with the tender for each contract.
It should be noted that not all self-declarations which may be required are necessarily deemed as having been provided by inclusion in the ULV directory. For example, the self-declaration concerning the advancement of women (Wirt-2141) is as yet not covered by inclusion in the directory. Which self-declarations are required are provided in the table at the end of this text organized according to the value of the contract. The checking of the efficiency, reliability and competence of a potential candidate/tenderer is to be done by the department inviting the tenders before the request for quotation. Ascertain the efficiency of a business, also includes evaluating the ability of the tenderer to meet required capacity during the planned period of performance.

Tendering, the collecting of tenders for the purposes of making a comparison and self-declarations are not required for articles procured which constitute part of a framework contract with TU Berlin, as such contracts have previously been established on the basis of a tendering process. More detailed information concerning procurement through framework contracts is available from IV A 4 - Purchasing Team or from the ZECM.

To conclude the decision process concerning procurements a check note or Angebotsprüfvermerk (Angebotsprüfvermerk) for tenders has to be completed, providing a transparent and clear justification for the choice of contractor. Should the reasons for choice of procedure as stated in the VOL/A indicate the need for an open or restricted tendering but instead of which a restricted tendering or direct award contract procedure is selected, then this anomaly must be thoroughly justified here or by means of an application. All other divergences from standard proceedings, such as the absence of tenders for comparison (for example in the case of late submission, or there only being one contractor in the market) have to be recorded and justified. Independently of this, however, and in accordance with Section UVgO, the entire procurement process must be documented from the very outset in such a way that the individual steps in the process, the individual measures as well as the justifications for the individual decisions taken are properly recorded.

Before the placing of an order, the payment terms of the supplier should be verified given that TU Berlin does not make advance payments. Only in very rare cases is an agreement to make partial prepayment permissible (Section 56 of the LHO). For further information, please contact V III FI A 2/21.

If the contract value exceeds EUR 150 gross, a written placement of order is required in accordance with no. 11.1 of the implementation regulations, Section 55 of the LHO.

Only TU numbered order forms may be used for this purpose. A signature in the field “Bescheinigung der Bedarfsstelle” on the second copy of the order form confirms the accuracy of the information and the justification for the order.

Order forms for procurements of consumer goods can be signed for a person with power of representation (authorization to order) within the relevant institute (up to a value of EUR 5,000 gross) or by the faculty administration. Authorizations to order are personalized and are only transferable by means of an application using the appropriate form (quick access 50816).

Irrespective of the type of financing (budget or third-party funds), for contract values in excess of EUR 10,000 gross, the order form and fully completed and signed Angebotsprüfvermerk or check note or alternatively a written report together with all tenders submitted, including self-declarations and, when applicable, further documents justifying the choice of tenderer, are to be sent to K2 – the Central Awarding Office.

For the procurement of goods which are part of an investment-related general measure and whose contract value is below EUR 5,000 gross, the following comment must be added to the second (green) copy of the order form: “Constitutes part of an indivisible investment general measure ‘Name of the Measure’ with a total financial value of EUR…..”.
After the order form has been signed and a booking commitment has been created by Section III B, the order form, along with all submitted documents, is to be passed to the academic chair so that the order can be activated.
Pursuant to Section 46 (1) of the UVgO, the contracting authority must inform each candidate and tenderer of the award of the contract without delay. Additionally, in accordance with Section 46 (1) UVgO, all tenderers who were not selected are to be informed, as soon as possible and at the latest within 15 days of receipt of the application, of the reasons as to why their tender was not successful, the name of the successful tenderer as well as the main strengths and advantages of the successful tender. In the case of calls for tender/awards of contracts which involved a call for competition, the unsuccessful candidates must be informed of the reasons for not being selected.

Furthermore, for “restricted tendering” and “negotiated tendering” with a contract value of EUR 25,000 and above (excluding VAT), which were conducted without a preceding call for competition, information must be provided concerning the measure taken, in accordance with the requirements of Section 30 (1) of the UVgO. The publication of the contract notice is valid for a period of three months and is organized centrally by the Central Awarding Office.

Tendering documents are to be retained for 6 years in accordance with the LHO.

For further information and questions concerning specific cases, please contact K 2 - the Central Awarding Office.

- K2 - Lutz Fritzsch (lutz.fritzsch@tu-berlin.de)
  314-23539
  Head of the Central Awarding Office

- K22 - Inga Kiep (inga.kiep@tu-berlin.de)
  314-22146
  Head of the Submissions Office

- K221 - Andreas Knopp (a.knopp@tu-berlin.de)
  314-24943
  Staff member at the Submissions Office

- K222 - Kirsten Grégoire (kirsten.gregoire@tu-berlin.de)
  314-22125
  Staff member at the Submissions Office

- K223 - Angie Barow (angie.barow@tu-berlin.de)
  314-25082
  Staff member at the Submissions Office
IV. **Further Information**

**Forms**

- Check notes (Angebotsprüfvermerk), data collection forms concerning the advancement of women (Datenerhebungsbogen zur Frauenförderung) and memoranda are TU forms and are available on the homepage of the Awarding Office [Homepage of the TU Berlin Awarding Office](#).

- General UVgO forms from the contract registry for the state of Berlin such as notifications, requests for tenders, self-declarations (Wirt...) etc. [http://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/](http://www.berlin.de/vergabeservice/vergabeleitfaden/formulare/)

- All available English-language declarations are on the homepage of the Awarding Office. [Homepage of the TU Berlin Awarding Office](#)

- Order forms – only available as carbonless copy paper forms from:
  - Faculty employees from at the Faculty Service Center
  - Central Administration and Central Institution employees from III FIBU II - 2
Overview of contract values / threshold value as well as forms and declarations needed for the awarding of supply and service contracts (without VAT – net values)

<table>
<thead>
<tr>
<th>Contract values / threshold value</th>
<th>Type of tendering</th>
</tr>
</thead>
<tbody>
<tr>
<td>Up to EUR 1,000.00</td>
<td><strong>Direct award</strong></td>
</tr>
<tr>
<td></td>
<td>(Simple price comparison)</td>
</tr>
<tr>
<td>Up to EUR 10,000.00</td>
<td><strong>Negotiated tendering</strong></td>
</tr>
<tr>
<td></td>
<td>(minimum of six businesses must be called upon to submit a tender in writing)</td>
</tr>
<tr>
<td>Up to EUR 100,000.00</td>
<td><strong>Restricted tendering</strong></td>
</tr>
<tr>
<td></td>
<td>(minimum of six businesses must be called upon to submit a tender in writing)</td>
</tr>
<tr>
<td>Up to EUR 213,999.99</td>
<td><strong>Open tendering</strong></td>
</tr>
<tr>
<td>EUR 214,000.00 and above</td>
<td><strong>Europe-wide tendering</strong></td>
</tr>
<tr>
<td></td>
<td>(Open tendering)</td>
</tr>
</tbody>
</table>
All procedures from EUR 25,000 and upwards (net) must be displayed online on the Berlin awarding platform! These tendering procedures are carried out jointly with the Central Awarding Office!

<table>
<thead>
<tr>
<th>Obligatory requirements / declarations</th>
<th>Negotiated tendering</th>
<th>Restricted tendering (up to EUR 25,000 net)</th>
<th>Obligatory requirements / declarations</th>
<th>Restricted tendering (EUR 25,000 net and above)</th>
<th>Open tendering</th>
<th>Open procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tender checklist</td>
<td>X</td>
<td>X</td>
<td>Wirt-111 Note on preparing an award (template)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Reasons for deviating from standard procedure</td>
<td>X</td>
<td>X</td>
<td>Wirt-111.5 Note on preparing an award</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Scorecard</td>
<td>X</td>
<td>X</td>
<td>Wirt-124 UVgO Self-declaration of suitability*</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Order form</td>
<td>X</td>
<td>X</td>
<td>Wirt-214 Special contract conditions &amp; self-declaration on tariff compliance, minimum pay &amp; social security contributions</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Tenders, incl. request for tenders, declined requests</td>
<td>X</td>
<td>X</td>
<td>Wirt-2140.1 Self-declaration re. compliance with ILO core labor standards</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Wirt-124 UVgO Self-declaration of suitability*</td>
<td>X</td>
<td>X</td>
<td>Wirt-2141 Special contract conditions &amp; declaration on regulation for the advancement of women (FFV)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Wirt-214 Special contract conditions &amp; self-declaration on tariff compliance, minimum pay &amp; social security contributions</td>
<td>X</td>
<td>X</td>
<td>*</td>
<td>After the Central Contract Awarding Office has awarded the contract, the following must be submitted:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wirt-2140.1 Self-declaration re. compliance with ILO core labor standards</td>
<td>X</td>
<td>X</td>
<td>*</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Internal data collection forms in acc. with regulation for the advancement of women (FFV)</td>
<td>EUR 10,000 and above (gross)</td>
<td>X</td>
<td>Order form</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Internal data collection forms in acc. with regulation for the advancement of women (FFV)</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
</tbody>
</table>

* Wirt-124 contains the data needed for submitting a query to the central trade register and the corruption register