

Dear bidder,

In the past, tenders have often been rejected from the award procedure for formal reasons because simple aspects were overlooked or forgotten.

This list is provided as an aid and a guideline. The following points will assist with your own review but are not intended to be exhaustive.

## checklist for submission of tenders

Reference number / procedure number: Vhv 087\_25 UFZ ID944 / Verhandlungsvergabe (Vhv)

- ☐ **Tender period: Montag, 07.07.2025 10:00 Uhr**
- ☐ **Publication of bidder questions and answers observed**
- ☐ **Your letter of offer and any enclosed cover letter is without your own GTCs, with company details (for example: header sheet),**  
current offer date and addressed to the correct address (awarding authority). If the tender documents contain or refer to the company's own GTCs, then include a sentence in the cover letter or tender stating that the UFZ's terms and conditions apply.
- ☐ **Minimum requirements complied with**  
<03\_03\_entry sheet for reviewing minimum criteria Vhv 087\_25 UFZ ID944> fully completed, signed and enclosed
- ☐ **Information provided on the award procedure**  
<03\_04\_entry sheet to award procedure Vhv 087\_25 UFZ ID944> completed, signed and enclosed
- ☐ **Customs information filled in**  
<03\_05\_entry sheet customs information Vhv 087\_25 UFZ ID944> completed, signed and enclosed
- ☐ **Current extract from commercial register (no older than six months)**  
enclosed
- ☐ **Proof of liability insurance enclosed**
- ☐ **Self-declaration(s) completed**  
<03\_06\_self-declaration of bidder Vhv 087\_25 UFZ ID944> Supplied declaration signed and enclosed
- ☐ **Sample agreement reviewed and marked as accepted**  
Reviewed and confirmed on the contract <03\_07\_Kaufvertrag Vhv 087\_25 UFZ ID944.pdf  
° 03\_07\_sales agreement Vhv 087\_25 UFZ ID944.pdf>.  
=> Any related questions submitted within the deadline for bidder questions.
- ☐ **No deletions or additions to the award documents**  
Bidders may not amend the award documents – otherwise the tender will be excluded.
- ☐ **Changes made to the bidder's own entries and corrections are clear**  
Identified by name, signature and date
- ☐ **Content of tender factually and mathematically correct and complete**  
Including the requested options
- ☐ **Price quotations are complete and without contradictions**  
All individual prices and the total price quoted with and without VAT (no mixed calculation)
- ☐ **Information on the 24-month limitation period for material defect claims in the**  
<03\_04\_entry sheet to award procedure Vhv 087\_25 UFZ ID944> entered correctly and completely.