

Guidelines for the Award of Contracts: Restricted Invitations to Tender and Single Tendering

for contracts in value from EUR 500.01 (exclusive of VAT)

File no.:

1.	Organizational unit/department	Contact Mr./Ms.: Phone:
2.	Brief description of type and scope of the public contracts (supplies and services) to be awarded: Requested <input type="checkbox"/> Date of delivery <input type="checkbox"/> Date of completion of services Estimated value of the contract incl. VAT: €	
3.	Grounds for selecting the type of award In compliance with VOL ¹ , a single tender procedure is used for the following reasons: <ul style="list-style-type: none"> ○ subsequent to development services, contracts of adequate scope and for adequate periods must be awarded to enterprises involved in the development [§ 3 (5) lit. b VOL/A]; ○ if the supplies of goods or the provision of services are needed for the performance of specialist scientific-technical tasks in research, development, and studies that are not intended for the purpose of maintaining the general operations and infrastructure of an agency of the contracting authority [§ 3 (5) lit. c VOL/A]; ○ the contract is a repeat contract of minor value (not exceeding 20%) following an existing contract and the price expected is not higher than that for the initial performance [§ 3 (5) lit. d VOL/A]; ○ replacement or accessory parts for existing machinery and equipment are to be obtained from the initial supplier, and these parts cannot be procured at adequate quality or on economically advantageous terms and conditions from other enterprises [§ 3 (5) lit. e VOL/A]; ○ it is necessary for reasons of secrecy [§ 3 (5) lit. f VOL/A]; ○ the value of the contract exclusive of VAT is less than €25,000 € [§ 3 (5) lit. i VOL/A]; ○ special urgency applies (due to circumstances that could neither have been foreseen by nor are attributable to the contracting authority) [§ 3 (5) lit. g VOL/A]; ○ contracts are to be awarded solely to workshops for disabled persons [§ 3 (5) lit. j VOL/A]; ○ contracts are to be awarded solely to correctional facilities [§ 3 (5) lit. k VOL/A]; ○ where, due to specific reasons (for example, special expertise, reliability), only a certain company is eligible. This applies only if there are objective reasons to justify that no other company is equally qualified [§ 3 (5) lit. l VOL/A]. ○ ○ ○ 	

¹ Vergabe- und Vertragsordnung für Leistungen (VOL): Regulations on Contract Awards for Public Supplies and Services; (VOL/A): VOL, Part A

In compliance with VOL², a **restricted invitation to tender following a call for competition** is used where

- the services, due to their special nature, may only be rendered by a limited number of companies, particularly where exceptional qualification is required [§ 3 (3) lit. a VOL/A];
- a public invitation to tender is inexpedient for other reasons (urgency, confidentiality) [§ 3 (3) lit. b VOL/A].

A **restricted invitation to tender without a call for competition** is permissible where

- a public invitation to tender has not lead to an economically advantageous outcome [§ 3 (4) lit. a VOL/A];
- the public invitation to tender would incur time and expenses for the contracting authority that are not commensurate with the benefit gained or the value of the services [§ 3 (4) lit. b VOL/A].

4. In single tendering procedures several tenders, in any event no less than three, should be invited. Exceptions are only permitted if an exemption pursuant to section 3 justifies less than three quotations.

The following companies were requested to submit tenders:

(name) (name)
 (name) (name)
 (name) (name)

A due date for submission of the tender is specified is not specified.

An acceptance and validity period is specified is not specified.

5. Complete tender documentation, in compliance with all formal and due date requirements, in the following amounts (gross amount less rebates and discounts, plus VAT) was submitted by:

Company	Tender amount €
1.
2.
3.

A due date for submission of the tender is specified is not specified.

An acceptance and validity period is specified is not specified.

6. Assessment and evaluation of tenders (§ 16 VOL/A)

Based on the result of the quote request and/or the call for competition, the tender of (company) dated, tender amount € including VAT, is accepted on the grounds that, taking into account all facts and circumstances, it is the economically most advantageous tender in terms of:

<input type="checkbox"/> price	<input type="checkbox"/> quality	<input type="checkbox"/> cost effectiveness	<input type="checkbox"/> operating costs
<input type="checkbox"/> fitness for purpose	<input type="checkbox"/> functional utility	<input type="checkbox"/> delivery date	<input type="checkbox"/> aesthetics
<input type="checkbox"/> customer service	<input type="checkbox"/> environmental criteria	<input type="checkbox"/> technical support	<input type="checkbox"/>

Multiple entries possible

² Vergabe- und Vertragsordnung für Leistungen (VOL): Regulations on Contract Awards for Public Supplies and Services; (VOL/A): VOL, Part A

7.	<p>The tenders of companies listed under 5. were excluded from assessment and evaluation:</p> <p>(Name), (reasons) </p> <p>(Name), (reasons) </p> <p>(Name), (reasons) </p>
8.	<p>Acceptance/contract award [§ 18 VOL/A]</p> <p>The tender was accepted in writing on</p>
9.	<p>Publication of successful tenders (ex post transparency) [§ 19 VOL/A]</p> <p>in case of single tenderung and restricted invitations exceeding € 25,000 (without VAT)</p> <p>When:</p> <p>Where:</p>
10	<p>Additional documentation, relevant steps in the tender process, etc.</p> <p>.....</p> <p>.....</p> <p>.....</p>

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Awarding entity/department Date/Signature