

Checklist: Professional preparation of an application

1. General preparation

- Create your search profiles with your [Building Radar Customer Success Manager](#)
- Compile frequently needed certificates of suitability!
- Create an internal procurement to speed up and standardise internal processes!
- Agree about your strategy with your bidding consortium!
- see above

2. Use the Building Radar Platform

- Get to know your contact person!
- Get to know your contact person!

You receive detailed contact information with the search results on the Building Radar platform

- Check if the search results match with your abilities:
 - Does the subject correspond to your abilities? □
 - Is the execution period compatible with your other orders? □
 - Does the place of performance correspond with your expectations? □
 - What qualifications/documents are required? □
 - What performance is expected? □
 - What deadlines are included in the public contract? □

3. Create a schedule

End of the period of participation	
End of the period for requesting the documents	
End of the offer period	
End of the bid period	
Date of sample creation	
Meeting on location	
Completion period	From: By:

4. Certificates

- Clearance certificate from the tax office
- Certificate of the social health insurance about gapless payment of contributions
- Certificate of the employers' liability insurance association about gapless payment of contributions
- Commercial register excerpt (Gewerbezentralregisterauszug) 3 (GZR 3)
- Commercial register excerpt (Gewerbezentralregisterauszug) 4 (GZR 4)
- Declaration that there is no serious misconduct
- Trade register excerpt (Handelsregisterauszug)
- Business registration (Gewerbeanmeldung)
- Business licence (Gewerbeerlaubnis)
- Affiliation certificate of the Chamber of Industry and Commerce (Zugehörigkeitsbescheinigung IHK)
- Prove of coverage by a Public liability insurance
- Prove of professional qualification
- Declaration by the company that insolvency proceedings have not been opened
- Declaration by the company that there is currently not in liquidation
- Company profile about the technical equipment
- Reference list of previous clients
- Declaration by the company about the number of employees

5. Preparation of the tender

- Use the original forms of the client!
- Don't add own general terms of business (GTC) or other conditions like delivery or payment terms
- Fill out all forms!
- Do not make any changes/additions on the documents (e.g., deletions, margin notices, unintended entries)
- Correct your own mistakes clearly!
(Cross out and sign next to every correction with your name and date)
- Do not attach any not required documents!
- Dispatch the offer with a double sealed envelope and mark it obviously as an offer on a tender!
- Signature in the designated places, with date and company stamp!