

Supplementary sheet with general information on

Frequent errors made by participants in tendering procedures

The following text contains frequent errors that should be avoided by bidders when participating in tendering procedures. In the worst-case scenario, these errors may lead to the exclusion of an attractive tender on purely formal grounds. We therefore advise you to avoid the following errors when submitting a tender.

I. Failure to observe the submission deadline:

Your tender must be submitted using the bid tool on the e-tendering platform prior to the submission deadline to be considered. Failure to submit your tender on time will result in exclusion from the tendering procedure.

- II. Technical issues or queries about the tendering platform:** If you experience any technical issues or have any queries about the tendering platform www.tender24.de, please contact the site's support team. Phone: +49 (0)711 666 01 476
Email: bieter@staatsanzeiger.de

In particular, if you experience any issues with uploading documents (particularly tenders) prior to the deadline, please do not use alternative methods such as email to submit your tender, but instead use the above contact information to contact the support team and find a solution to the issue in good time prior to the submission deadline.

Note: Unsuccessful attempts to upload documents via the tendering platform can usually be attributed to the bidder's firewall settings. We recommend first uploading test documents to check everything works with plenty of time before the deadline; these documents can be withdrawn at a later point without any issues. If you experience any issues, please contact your IT dept. to manage your user rights. Based on our experience, you should be able to upload documents from computers outside the company network without any issues.

III. Missing personal declaration with electronic submission:

When you submit an electronic tender, you are also required to provide a legible declaration, which must specify the person making the declaration. The contracting agency may subsequently request submission of this declaration, however the bidder is advised that this additional request may not occur.

IV. Missing documents:

Your tender must be complete.

The contracting agency may set a deadline for the retroactive provision of certain documents, however the bidder is advised that this additional request may not occur. Deadlines for subsequent deliveries of documents are generally tight.

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V. **Changes or additions to the tender documents:**

Any changes or additions to the tender documents made by the bidder will automatically result in the exclusion of the tender from the procedure. The following changes are commonly encountered:

- Additions to tender letters such as 'This tender is non-binding' or the wording of the bidder's standard payment terms.
- Additions to the tender documents (provided this is explicitly non-admissible) (usually marked with *) with restrictions or extensions to a particular item.
- Separately enclosed descriptions that contradict the requirements of the tender documents.
- The tender is based on the bidder's T&Cs or contractual terms which contradict the tender documents.

VI. **Queries on the tender documents:**

If the bidder notices any inconsistencies or omissions in the tender documents, the contracting agency must be informed without undue delay in good time prior to the expiration of the submission deadline. The contracting agency may then permit a six-day extension of the deadline as per Art. 20(3) no.1 of the Regulation on the Award of Public Contracts (VgV) on the grounds of the legitimate instructions to amend the tender documents prior to the deadline.

VII. **Missing price information:**

The tender must include all necessary price information in the corresponding documents. Subsequent requests for price information are only possible for minor individual items that do not affect the overall evaluation procedure. The price information must be legible!

VIII. **Calculation errors:**

For example, failure to adhere to the calculation requirements stipulated in the call for bids.

Please abide by these tender documents to avoid any errors. In order to minimise the work required by the contracting agency, please do not submit any other or further documents; supplementary documentation must only be provided when requested by the contracting agency.