

Office Universität Potsdam	Place, date Potsdam, 01.06.2026
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	Ref. no. 4.B.7
	Procurement no. 4.B.WGEU2026031_F
	Value added tax identification number DE138408327

End of the deadline for tenderer enquiries	End of the offer deadline	End of the binding period
16.06.2026	22.06.2026/23:59 pm.	22.07.2026

Request for the submission of an offer

(determined to remain at the candidate/tenderer)

Delivery/service of

thermal camera

Dear Sir or Madam,

It is intended to award the contract for the services designated in the enclosed specifications

☒ in a negotiation contract award

The application, award and contractual terms and conditions shall apply. The General Terms for the Performance of Services - part B [*Allgemeinen Vertragsbedingungen für die Ausführung von Leistungen - VOL/B*] as well as the enclosed Additional terms of contract of the Federal State of Brandenburg and, if applicable, Supplementary and Special terms of contract will become part of the contract. Attention is to be paid that the offer does not contain any references to the General Business Terms and Conditions of the tenderer.

The law of the Federal Republic of Germany shall apply under the exclusion of the United Nations Convention on Contracts for the International Sale of Goods (CISG). The order will be placed in the German language. Possibly enclosed English versions of the terms of contract serve the purpose of better understanding. The German version is solely binding.

Changes to the procurement documents are not permitted. The offer must be complete and contain all requested details, declarations and prices. Secondary offers (if permitted) must be marked as such.

Should industrial property rights exist, have been applied for or are being considered for the object of the order, the tenderer has to state this in its offer.

In case of bidding consortia respective members as well as one of its members as an authorised representative are to be named (see also Form **4.2**). They must all fulfil the eligibility criteria.

If you are intending, with regard to the necessary economic and financial or technical and professional efficiency, to use the capacities of another company (loan of eligibility according to Section 34 Sub-threshold Awarding Regulation [*Unterschwellevergabeordnung - UVgO*]) the completed Forms **4.3** and **4.4** are to be enclosed with the offer.

Should order parts be awarded to other companies (subcontracting orders according to Section 26 UVgO) the Form **4.3** is to be completed and enclosed with the offer.

The contract will be awarded for the most cost-effective offer. The criteria for the awarding of the contract as well as their weighting / order

☒ are stated below: Price (100 %)

If the final bid price is the same, the contract is awarded by lot.

☒ A division of the service into lots is not envisaged. The entire service must be offered.

☒ Only one main offer is permitted.

☒ Secondary offers are not permitted.

You can submit your offer

☒ electronically

☒ in a text form via the project room of the procedure on the Brandenburg public procurement market place

☐ with advanced electronic signature or advanced electronic seal via the project room of the procedure on the Brandenburg public procurement market place

☐ with qualified electronic signature or qualified electronic seal
via the project room of the procedure on the Brandenburg public procurement market place

offers, which are not submitted using the aforementioned channels, must be excluded (cf. Section 42 Para. 1 No. 1 UVgO).

In case of an electronic transmission in a text form the tenderer and the natural person, who submits the declaration, are to be named; if stipulated, the offer is to bear the required signature/seal. The electronic offer is to be transmitted with the annexes by the end of the offer deadline via the public procurement platform of the contracting authority.

The offer as well as all written correspondence with the client are to be written in the German language.

Possible changes respectively corrections of the offer are to be submitted by the end of the offer deadline in a form corresponding to the offer.

Until the end of the offer deadline the offer can

☒ . electronically via the awarding authority's awarding platform

After this time you will be bound to your offer until the expiry of the binding period stated overleaf.

You will not suffer any disadvantages should you not submit an offer. However, a brief notification is requested in this case.

Yours sincerely,

By order

S. Sawallisch

You can find information pertaining to current invitations to tender on our homepage <https://www.uni-potsdam.de/de/verwaltung/dezernat4/vergaben.html>

Annexes:

- ☒ Offer letter (Form **3.3**)
- ☒ Information pursuant to EU General Data Protection Regulation (GDPR) (Form **2.2**)
- ☒ Price sheet/description of services
- ☐ If applicable, draft of contract with ____ Annexes
- ☐ Compilation of offer documents (Form **3.4**)
- ☒ Application conditions
- ☐ VOL Part B – Text
- ☒ Additional terms of contract of the state of Brandenburg
- ☐ Supplementary terms of contract (EVB)
 - ☐ EVB-IT _____
 - ☐ EVB-IT _____
 - ☐ EVB-IT _____
- ☐ Special terms of contract
- ☐ Supplementary award condition according to the Brandenburg Public Procurement Act (Form **5.1**)
- ☒ Contractual terms and sliding scale wage and price adjustment clause (Form **5.2**)
- ☒ Contractual terms concerning the Compliance with the Minimum Requirements according to the Brandenburg Public Procurement Act (Form **5.3**)
- ☐ Agreement between the tenderer / contractor/ subcontractor/ personnel leasing company and (if applicable further) subcontractors or personnel leasing companies concerning the compliance with the minimum requirements according to the Brandenburg Public Procurement Act (Form **5.4**)
- ☐ Supplementation of the offer letter with mixed and piecework services (Form **5.5** or **5.6**)
- ☒ Self-declaration reasons for exclusion (Form **4.1**)
- ☒ Declaration candidate-/tenderer consortium (Form **4.2**)
- ☒ Declaration subcontracting orders/loan of eligibility (Form **4.3**)
- ☒ Formal declaration of other companies (Form **4.4**)
- ☐ Declaration Ordinance on the Promotion of Women [*Frauenförderverordnung - FFV*] (Form **4.5**)
- ☐ Identification slip for the written offer (Form **3.5**)
- ☐ _____
- ☐ _____