



Information on Awarding Contracts

Contracts for goods and services provided or performed using independent contractor agreements or fee agreements are determined according to the total contract value pursuant to Section 3 of the German ordinance on the award of public contracts (Vergabeverordnung, VgV).

When estimating the total contract value, all anticipated costs for procurement must be added together. This means that all items that generate costs for Universität Hamburg during the contractual period must be taken into account. The value-added tax is not included in this calculation.

Freelance services

As a rule, there must be a call for tenders to award freelance services. As per Section 50 of the German regulations for tenders below the threshold amounts (Unterschwelvenvergabeordnung, UVgO), competition must be encouraged as much as possible.

Up to EUR 5,000	No comparable tenders required; direct engagement	Section 14 UVgO (Section II sub-section 5.4 of the Hamburg procurement regulations (Hamburgische Vergaberichtlinie, HmbVgRL))
From EUR 5,000	Discretionary award / public or restricted call for tenders (3 tenders) Direct engagement if: a) the total contract value is less than EUR 25,000 and the contractor reliably possesses the required market knowledge ; b) performance of the service is particularly urgent ¹ ; c) the service can only be performed by one specific company; d) there are less than 3 tenders .	Section II sub-section 6 HmbVgRL
From EUR 50,000	Discretionary award with at least 3 tenders, or a) performance/provision is particularly urgent ; b) the goods/services can only be provided/performed by one specific company; c) there are less than 3 tenders .	

¹ Circumstances that Universität Hamburg could not have foreseen make performance/provision particularly urgent and the University is not responsible for the reason(s) for the particular urgency.

The reason for having less than the minimum required number of tenders must be justified and documented.

<p>A <u>new call for tenders</u> is not necessary if the overall nature of the service required has not changed and the value of the change does not exceed the total value of the original service by more than 20 percent.</p> <p>In case of several successive changes, the total value of the changes is decisive.</p>	<p>Section 47 subsection 2 UVgO</p>
<p>Under specific conditions, no new tendering procedure is necessary even if the value of the commission increases by up to 50 percent of the original commission.</p>	<p>Section 132 sentence 1 of the Gesetz gegen Wettbewerbsbeschränkungen, GWB</p>

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