**Request for Submission of Tender (VOL)**

**Tender for**

Dear Sir/Madam,

We would like to request that you submit a tender.
The **goods/services** described in the attached tender documents are to be awarded by private contract pursuant to Clause 3 of the Regulations on Contract Awards for Public Supplies and Services (*Vergabe und Vertragsordnung für Leistungen* [VOL/A]).

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| 1. | **Contracting office:** | Max-Born-Institut für Nichtlineare Optik und Kurzzeitspektroskopie (MBI), im Forschungsverbund Berlin e.V.,Max-Born-Straße 2a; 12489 Berlin, Germany |
| 2. | **Place of performance:** | Select one.      |
| 3. | **Contact:** | Name:     Email:    |
| 4.5. | **Deadline for submitting a tender:****Tender validity:** | The tender must be sent by the submission deadline on     to the contracting office by email      or fax      . |
| 6. | **Date of delivery:** |       |

If you do not wish to submit a tender for reasons of capacity relating to your business or for other reasons, we would ask that you please notify us of this. This will not result in any disadvantage for you with future calls for tender.

**Appendices:**

[ ]  Service descriptions and any attachments regarding service descriptions

[ ]  Forschungsverbund Berlin’s SCC and ATC

Additional Terms and Conditions (ATC)

1. General Information

 (1) For goods and services, the following terms and conditions as well as the “General Terms and Conditions for the Execution of Services” (VOL/B) shall apply.

 (2) The Contractor’s delivery, payment and terms and conditions shall only constitute a part of this Contract if this has been expressly agreed.

2. Prices

 The prices agreed are fixed prices within the meaning of the current legal version of Regulation PR 30/53 on prices for public contracts dated 23 December 1953 (Law and Ordinance Gazette [GVBl.], p. 1511).

3. Delivery

 The Contractor shall deliver the goods and/or services by the agreed deadline and free of charge to the collection point specified by the Client.

4. Packaging

 Packaging materials that may be used multiple times are to be collected from the Client free of charge.

5. Written Form

 Any modification, amendment or deviation from this Contract must be made in writing (Clause 126 of the German Civil Code (*Bürgerliches Gesetzbuch* [BGB])).

**Special Contractual Conditions (SCC)**

The following special contractual conditions are supplementary to the requirements of the individual case. They refer only to those goods and services that are the subject of this award.

Changes or markings may not be made by the tenderer.

6. **Price Escalation Clause**

 Notwithstanding No. 2, the price escalation clauses specified below shall apply:

 Fixed price

7. **Execution Deadlines**

 For the execution of goods/services, the following deadlines and individual time limits shall apply:

 See purchase order

8. **Quality Inspection:**

 In accordance with Clause 12 of the VOL/B, the following has been agreed as regards quality inspection:

 see Item 10

9. **Collection Point:**

 Select one.

10. **Acceptance**

 The following special rules shall apply for the acceptance of goods/services:

Select one.

11. **Statute of Limitations for Warranty Claims**

Notwithstanding Clause 14, No. 3 of the VOL/B, the limitation period for warranty claims is       year(s) after acceptance.