



**VNG**  
FlexTender

## Overview of Services

**VNG FlexTender** by VNG Handel & Vertrieb GmbH (VNG H&V) can offer you freely nominated deliveries with defined minimum and maximum quantities in response to an invitation to tender. Before starting each VNG FlexTender process, we set up a detailed description of each product (quantities, delivery point, delivery period, pricing, etc.).

### This the VNG FlexTender process:

1. You will be notified of the tender date and product specifics via email approximately 6 weeks prior to the start of the VNG FlexTender and asked if you would like to participate.
2. If you affirm your participation within the specified time of 10 to 14 weekdays, prequalification by VNG H&V will take place.
3. Roughly 2 weeks before the start of the VNG FlexTender, you will receive a successful prequalification confirmation and detailed tender documents including an Excel file to be used.
4. Several days before the tender deadline, you will have the opportunity to participate in an indicative session. Following this, you will receive qualitative feedback.
5. On the day of the tender deadline, you will submit your offers at the specified time with a specified period of validity. You can place offers on all clips or only on individual clips, including different price levels. All submitted offers are valid offers to VNG H&V.
6. Once all offers are evaluated, successful bidders will receive an award decision notice within the validity period. This notification also serves as a confirmation of acceptance by VNG H&V.
7. If you are accepted we will subsequently send you an individual agreement on the completed tenders. The individual agreement serves as renewed confirmation from VNG H&V.
8. You then sign and return the agreement.

VNG H&V reserves the right to reject a bid for a specific section of the tender after the deadline has passed without awarding a contract.

Even in the case of an acceptable bid, contracts will only be awarded subject to the agreed limits.

### The main participation rules for VNG FlexTender are as follows:

- ▶ a general agreement or EFET agreement with VNG Trade & Distribution GmbH
- ▶ balancing group ownership in the relevant market region and
- ▶ reliable internal workflows that guarantee the punctual submission of bids

Are you interested or have any questions? Please contact your key account manager or send us an email at [kontakt@vng-handel.de](mailto:kontakt@vng-handel.de).