

## TENDER OPENING REPORT

PUBLICATION REF: \_\_\_\_\_

<Contract title>

[Lot number and lot title: \_\_\_\_\_ ]

Maximum budget: \_\_\_\_\_

**Contents:** Timetable  
Observers  
Minutes  
Conclusion  
Signatures

**Annexes:** Summary of tenders received  
Declarations of Impartiality and Confidentiality  
[Clarification correspondence with tenderers]

### 1. Timetable

	DATE	TIME	VENUE
Letters of invitation to tender sent on			
Deadline for submission of tenders			
Tender opening session			

### 2. Observers

Name	Representing

### 3. Minutes

The tender opening session was based on the register of tenders received from the short-listed Candidates which was prepared using the information on the envelopes. Each tender envelope had been given a sequential number by the Contracting Authority upon receipt.

The attached Summary of tenders received was completed by the Chairperson and Secretary during the tender opening session. Only tenders contained in envelopes received by the deadline for submission of tenders were opened.

### **Tender opening report**

All members of the Evaluation Committee (and observers) signed Declarations of Impartiality and Confidentiality, which are attached to this report. The tender envelope number was marked on all copies of the technical offer and on the envelope containing the financial offer. The Chairperson and the Secretary initialled the front page of each original document and the financial envelope.

[If any tenderers withdrew their tenders:

The following tenderers withdrew their tenders:

<b>Tender envelope number</b>	<b>Tenderer name</b>	<b>Reason (if known)</b>

]

[If clarifications were requested for the submissions from any tenderers :

With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following tenderers whose submissions required clarification, offering them the possibility to respond by fax within a reasonable time limit fixed by the evaluation committee (all correspondence is attached in the Annex indicated):

<b>Tender envelope number</b>	<b>Tenderer name</b>	<b>Annex number of exchange of correspondence</b>

#### **4. Conclusion**

The following tenders were considered to be suitable for further evaluation:

<b>Tender envelope number</b>	<b>Tenderer name</b>

### **Tender opening report**

**Tender  
envelope  
number**

**Tenderer name**


### **5. Signatures**

	<b>Name</b>	<b>Signature</b>
<b>Chairperson</b>		
<b>Secretary</b>		
<b>Evaluators</b>		

## SUMMARY OF TENDERS RECEIVED

Contract title: \_\_\_\_\_ Publication ref: \_\_\_\_\_

Tender envelope number	Tenderer name	When received <sup>1</sup>	Received by (Initials)	Number of packages	Received in time? (Yes/No)	Tender package(s) duly sealed? (Yes/No)	Financial offer in separate envelope? (Yes/No)	Tender submission form included? (Yes/No)	Tenderer's declaration(s) included ? (Yes/No)	Correct number of copies? (Yes/No)	All other elements supplied? <sup>2</sup> (Yes/No)	Overall decision (Accept / Reject)
1												
2												
3												
4												
5												
6												
7												
8												

<b>Chairperson's name</b>	
<b>Chairperson's signature</b>	
<b>Date</b>	

<sup>1</sup> Time to be recorded only for tenders received on the last date for submissions

<sup>2</sup> As required by the Tender Dossier (eg, presence of statements of exclusivity and availability of key experts)