

SERVICE TENDER OPENING CHECKLIST

PUBLICATION REF: _____

Step	✓
1. All tender envelopes are handed over to the Chairman	
2. All tender envelopes must be numbered according to the order in which they have been received	
3. Chairman verifies that all tender envelopes which have been received are available at the tender opening session	
4. Chairman verifies that all tender envelopes were sealed and in good condition	
5. Chairman and Secretary open the outer tender envelopes in order of receipt to: <ul style="list-style-type: none"> <input type="checkbox"/> Check whether the technical and financial offers have been submitted in separate envelopes <input type="checkbox"/> Mark the tender envelope number on all copies of the technical offer and the envelope containing the financial offer 	
6. For each tender envelope, the Chairman and Secretary check that the summary of tenders received correctly records: <ul style="list-style-type: none"> <input type="checkbox"/> The registration number on the envelope <input type="checkbox"/> The name of the tenderer <input type="checkbox"/> The date (and time, for those received on the last date for submission of tenders) of receipt <input type="checkbox"/> The condition of the outer envelope <input type="checkbox"/> Whether or not the technical and financial offers have been submitted in separate envelopes <input type="checkbox"/> Whether or not the tenderer has signed a declaration of intent <input type="checkbox"/> Whether or not statements of availability and exclusivity for the tender are included for all key experts <input type="checkbox"/> The overall decision as to whether or not the tender proposal has complied with the administrative requirements 	
7. Declarations of impartiality and confidentiality are signed by all members of the Evaluation Committee and any observers	
8. Chairman signs the Summary of tenders received	
9. For each administratively compliant tender (as determined on the Summary of tenders received), the Chairman initials the first page of every copy of the technical offer and the envelope containing the financial offer	
10. Chairman instructs the Secretary to keep the financial offers in a safe place	
11. The Tender opening report is signed by all members of the Evaluation Committee	