OPENING RECORD

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

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Observers  
Minutes  
Conclusion  
Signatures

**Annexes:** Summary of tenders received  
List of tenderers’ representatives  
Declarations of impartiality and confidentiality

**1. Timetable**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **TIME** | **VENUE** |
| **Publication of procurement notice** |  |  |  |
| **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 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. All tenders received were opened.

[If any tenderers withdrew their tenders:

The following tenderers withdrew their tenders before the end of the tender opening session:

|  |  |  |
| --- | --- | --- |
| **Tender envelope number** | **Tenderer name** | **Reason (if known)** |
|  |  |  |
|  |  |  |
|  |  |  |

]

All members of the evaluation committee (and observers) signed declarations of impartiality and confidentiality, which are attached to this record. The tender envelope number was marked on all copies of the tenders. The chairperson and the secretary initialled the front page of each original document and all the pages of the original financial offer.

**4. Conclusion**

The following tenders are suitable and regular, and can be submitted to further evaluation:

| **Tender envelope number** | **Tenderer name** | **Financial offer [by lot] [€] [NC]** | **Discount conditions (as stated in item 4 of the tender submission form)** |
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**5. Signatures**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Chairperson** |  |  |
| **Secretary** |  |  |
| **Evaluators** |  |  |
|  |  |  |
|  |  |  |

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

| **SUMMARY OF TENDERS RECEIVED** | | | |  | |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tender envelope number | (Lead)[[1]](#footnote-1) tenderer name | By post or private courier | | Hand delivered | | Number of packages | Within deadline? (Yes/No) | Tender package(s) duly sealed? (Yes/No) | Tender submission form included?(Yes/No) | Other consortium members1 | Declaration(s) included? (Yes/No) | Tender guarantee included? (Yes/No) | Overall decision  (Accept / Reject) |
| When sent | When received | Received by[[2]](#footnote-2) (Initials) | Date and time of reception[[3]](#footnote-3) |
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| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Chairperson’s name** |  |
| **Chairperson’s signature** |  |
| **Date** |  |

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Representing** | **Declaration [if any]** | **Signature** |
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1. For tenders submitted by a consortium. [↑](#footnote-ref-1)
2. Name(s) of person(s) receiving tenders. [↑](#footnote-ref-2)
3. Time and date of reception to be recorded only for hand delivered tenders. [↑](#footnote-ref-3)