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

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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**

|  |
| --- |
| **Note: tenderer representatives are not observers and must leave after tender opening session.** |

|  |  |
| --- | --- |
| **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 signed Declarations of Impartiality and Confidentiality, which are attached to this report. 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: \_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Tender envelope  number | [Lead][[1]](#footnote-1) tenderer name | When received[[2]](#footnote-2) | Received by[[3]](#footnote-3) (Initials) | Number of packages | Within deadline? [Yes] [No] | Tender package(s) duly sealed?  [Yes] [No] | Tender submission form included? [Yes] [No] | Other consortium partners1 | Declaration(s) included? [Yes] [No] | Tender guarantee included?  [Yes] [No] | Overall decision  [Accept] [Reject] |
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| 6 |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |

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

**List of Tenderers’ Representatives**

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

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Representing** | **Declaration [if any]** | **Signature** |
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1. For tenders submitted by consortia. [↑](#footnote-ref-1)
2. Time to be recorded only for tenders received on the last date for submissions. [↑](#footnote-ref-2)
3. Name(s) of person(s) receiving tenders:. [↑](#footnote-ref-3)