

## TENDER OPENING REPORT (D6)

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

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### 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.

**Deleted:** Only

**Deleted:** contained in envelopes

**Deleted:** by the deadline for submission of tenders

**Deleted:** uly

**Deleted:** 5

**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 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:

**Deleted:** were considered to be suitable for

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

**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	[Lead] <sup>1</sup> tenderer name	When received <sup>2</sup>	Received by <sup>3</sup> (Initials)	Number of packages	Within deadline? [Yes] [No]	Tender package(s) duly sealed? [Yes] [No]	Tender submission form included? [Yes] [No]	Other consortium partners <sup>1</sup>	Declaration(s) included? [Yes] [No]	Tender guarantee included? [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> For tenders submitted by consortia.

<sup>2</sup> Time to be recorded only for tenders received on the last date for submissions.

<sup>3</sup> Name(s) of person(s) receiving tenders:.

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