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

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**1. Timetable**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **TIME** | **VENUE** |
| **Publication of contract 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 chairperson and secretary completed the attached summary of tenders received during the tender opening session. Only tenders contained in envelopes sent before the deadline for submission of tenders were opened. Tenders sent beyond the deadline were rejected without opening them. Tenders received already open were rejected without examining their content.

[If any tenderers withdrew their tenders:

The following tenderers withdrew their tenders:

|  |  |  |
| --- | --- | --- |
| **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:

| **Tender envelope number** | **Tenderer name** | **Financial offer [by lot] [EUR] [<ISO code of national currency>** only for indirect managementin the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate**]** | **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) |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **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 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)