

TENDER OPENING REPORT

PUBLICATION REF.: _____

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Declarations of Impartiality and Confidentiality

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 received by the deadline for submission of tenders were opened. Tenders received 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 management in 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)

5. Signatures

	Name	Signature
Chairperson		
Secretary		
Evaluators		

CONTRACT TITLE: _____ **PUBLICATION REF.:** _____

Tender envelope number	(Lead) ¹ tenderer name	When received ²	Received by ³ (Initials)	Number of packages	Within deadline? (Yes/No)	Tender package(s) duly sealed? (Yes/No)	Tender submission form included?(Yes/No)	Other consortium members ¹	Declaration(s) included? (Yes/No)	Tender guarantee included? (Yes/No)	Overall decision (Accept / Reject)
1											
2											
3											
4											
5											
6											

Chairperson's name	
Chairperson's signature	
Date	

¹ For tenders submitted by a consortium.

² Time to be recorded only for tenders received on the last date for submissions.

³ Name(s) of person(s) receiving tenders:

