

< Letterhead of the Contracting Authority >

## TENDER OPENING REPORT

PUBLICATION REF: <insert ref.>

<Contract title>

[Lot number and lot title: <insert number and title>]

Maximum budget: [EUR] [<ISO code of national currency> only if indirect management] <amount>

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Declarations of Impartiality and Confidentiality  
[Clarification correspondence with tenderers]

### 1. Timetable

	DATE	TIME	VENUE
Letters of invitation to tender sent on			
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 from the short-listed Candidates 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. 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.

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 technical offer and on the envelope containing the financial offer. The Chairperson and the Secretary initialled the front page of each original document and the financial envelope.

**If any tenderers withdrew their tenders:**

The following tenderers withdrew their tenders:

Tender envelope number	Tenderer name	Reason (if known)

]

**If clarifications were requested for the submissions from any tenderers:**

With the agreement of the other Evaluation Committee members, the Chairperson wrote to the following tenderers whose submissions required clarification, offering them the possibility to respond by fax or e-mail within a reasonable time limit fixed by the Evaluation Committee (all correspondence is attached in the Annex indicated):

Tender envelope number	Tenderer name	Annex number of exchange of correspondence

]

Deleted: e

Deleted: c

#### 4. Conclusion

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

Tender envelope number	Tenderer name

Deleted: were considered to be

Deleted: for

<b>Tender envelope number</b>	<b>Tenderer name</b>

## 5. Signatures

	<b>Name</b>	<b>Signature</b>
<b>Chairperson</b>		
<b>Secretary</b>		
<b>Evaluators</b>		

## SUMMARY OF TENDERS RECEIVED

Contract title: <title> Publication ref: <reference>

Tender envelope number	Tenderer name	When received <sup>1</sup>	Received by (Initials)	Number of packages	Received in time? (Yes/No)	Tender package(s) duly sealed? (Yes/No)	Financial offer in separate envelope? (Yes/No)	Tender submission form included? (Yes/No)	Tenderer's declaration(s) included ? (Yes/No)	All other elements supplied? <sup>2</sup> (Yes/No)	Overall decision (Accept / Reject)
1											
2											
3											
4											
5											
6											
7											
8											

Chairperson's name	
Chairperson's signature	
Date	

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<sup>1</sup> Time to be recorded only for tenders received on the last date for submissions

<sup>2</sup> As required by the Tender Dossier (e.g. presence of statements of exclusivity and availability of key experts, if requested)