**TEMPLATE GEN 15-1: Tender Opening Checklist**

(For Procurements above EUR 149,999)

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| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*  *Where you see <…> please enter information.*  *Options are marked* (Option:…)   ***Where this appears*** [insert ] ***it is the supplier who shall insert information.*** |

**TENDER OPENING CHECKLIST**

**Tender reference no: <insert no>**

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| **Preparatory session (before the bid opening)** | **Check √** |
| 1. The person responsible for the Tender Procedure describes to the Procurement Committee (and observers, if any), the scope of the proposed contract and summarises the essential features of the Tender Procedure to date, including the Evaluation Grid.
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| 1. Verify that all tender envelopes are numbered according to the order in which they have been received.
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| 1. Verify that all tender envelopes received are available at the tender opening session.
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| **Tender opening session** | **Check √** |
| 1. All tender envelopes are handed over to the person responsible for the tender opening.
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| 1. Verify that all tender envelopes are sealed and in good condition.
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| 1. The tender envelopes are opened in order of receipt. Only the envelopes received before the submission deadline should be opened. Two authorised persons (often from the Procurement Committee) write their initials on the first page of all original documents and all pages of the original financial offer.
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| 1. For each tender envelope, the authorised persons announce and checks that the summary of tenders are received correctly and contains:
* the name of the Tenderer;
* the total price offered;
* no. of lots offered; and
* the currency
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| 1. All members of the Procurement Committee and observers, if any signs the Declarations of Impartiality and Confidentiality, if not already done.
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| 1. All members of the Procurement Committee who participated at the tender opening signs the tender opening report.
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