Appendix E1 – Protocol for the Opening of the Tender Box and Recording of Bids

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| --- | --- | --- | --- | --- | --- |
| Tender No. \_\_ | | The Subject of the Tender | | | |
| Deadline for submission of bids  Date:\_\_\_\_\_\_\_\_\_\_ at: \_\_\_\_\_\_\_\_\_\_ | | | | Financial evaluation inserted in the Tender Box  Yes/No | |
| Guarantee requested for the bid  Yes/No | Type of tender   * Public | | * Closed | | * Other   \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

We, the undersigned, members of the Tenders Committee/qualified employees (hereunder: the “Qualified Employees) hereby authorize that we were present at the opening of the tender box and the inspection of the above-indicated tender documents on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_

The box was/was not locked (delete whatever is irrelevant).

The box contained \_\_\_\_ envelopes, signed and marked by consecutive numbers from \_\_\_\_\_ to \_\_\_\_\_\_\_ .

(**Please note the last number)**

The envelopes were opened and their content was documented as follows (please check the boxes):

* The qualified employees signed the first page of each bid.
* The qualified employees signed the price quotation envelops (in a two-stage tender). The price quotation envelopes were transferred to be kept in a safe/locked cabinet at the Tenders Unit/irrelevant.
* The number of bidders and their names were listed in a table as described hereunder.
* With respect to each bid, there was a notation regarding whether a guarantee to the bid was submitted. The guarantees were transferred to be kept in a safe/locked cabinet at the Tenders Unit/irrelevant.
* The signed bids (with the exception of the price quotation envelope in a two-stage tender) were deposited with the tender writer, for further handling.

Comments:

|  |  |  |  |
| --- | --- | --- | --- |
| **Envelope No.** | **Bidder’s Name** | **Guarantee Attached? [Yes/No/Irrelevant]** | **Comments** |
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In a closed tender, the protocol must include, as follows, the names of the bidders that were addressed who have failed to submit a bid until the set deadline:

Signature of the qualified employees:

|  |  |  |  |
| --- | --- | --- | --- |
| **Employees’ Name** | **Position** | **Signature** | **Date** |
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