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

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

|  |  |
| --- | --- |
| **Preparatory session (just before the bid opening)** |  |
| 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.   It is important to stress to any observers present that the opening of the tender envelopes is purely to record the information listed in section 4 below. There will be no screening, evaluation or discussions regarding the offers at this stage. Screening and evaluation will be conducted by the Procurement Committee at a later stage. |  |
| 1. All tender envelopes should be numbered according to the order in which they have been received. |  |
| 1. It is verified that all received tender envelopes are available at the tender opening session. |  |

|  |  |
| --- | --- |
| **Tender opening session** |  |
| 1. All tender envelopes are handed over to the person responsible for the tender opening. |  |
| 1. Verify that all tender envelopes are sealed and in good condition. |  |
| 1. The tender envelopes are opened in order of receipt. Only the envelopes received before the submission deadline should be opened. The tender envelopes are marked by number on the front page of each document. 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. |  |
| 1. For each tender envelope, the authorised persons announces 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 |  |
| 1. All members of the Procurement Committee and any observers signs Declarations of Impartiality and Confidentiality, if not already done. |  |
| 1. All members of the Procurement Committee who participated at the tender opening signs the tender opening report. |  |