**< Letterhead of the contracting authority >**

**opening record**

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 >

**Contents:** Timetable  
Observers  
Minutes  
Conclusion  
Signatures

**Annexes:** Summary of requests to participate /tenders received  
Declarations of impartiality and confidentiality   
[Clarification correspondence with candidates/tenderers]

**1. Timetable**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **DATE** | **TIME** | **VENUE** |
| **Contract Notice published /Letters of invitation to tender sent on** |  |  |  |
| **Deadline for submission of requests to participate/tenders** |  |  |  |
| **Request to participate/Tender opening session** |  |  |  |

**2. Observers**

|  |  |
| --- | --- |
| **Name** | **Representing** |
|  |  |
|  |  |

**3. Minutes**

The opening session was based on the register of requests to participate received/tenders received from the short-listed candidates which was prepared using the information on the envelopes. Each envelope had been given a sequential number by the contracting authority upon receipt.

The attached summary of requests to participate/tenders received was completed by the chairperson and secretary during the opening session. Only requests to participate/tenders contained in envelopes sent before the deadline for submission were opened. Requests to participate/tenders sent beyond the deadline were rejected without opening them. Requests to participate/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 record. The envelope number was marked on all copies of the application/tender forms, administrative documents, [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 candidates/tenderers:

With the agreement of the other evaluation committee members, the chairperson wrote to the following candidates/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):

|  |  |  |
| --- | --- | --- |
| **Candidate/ Tender envelope number** | **Candidate/ Tenderer name** | **Annex number of exchange of correspondence** |
|  |  |  |
|  |  |  |
|  |  |  |

**]**

**4. Conclusion**

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

| **Candidate/ Tender envelope number** | **Candidate/Tenderer name** |
| --- | --- |
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|  |  |
|  |  |
|  |  |
|  |  |

**5. Signatures**

|  |  |  |
| --- | --- | --- |
|  | **Name** | **Signature** |
| **Chairperson** |  |  |
| **Secretary** |  |  |
| **Evaluators** |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

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

| **Envelope number** | **Name of candidate/tenderer** | **When received[[1]](#footnote-1)** | **Received by (Initials)** | **Number of packages** | **Submitted in time?**  **(Yes/No)** | **Package(s) duly sealed?**  **(Yes/No)** | **Financial offer in separate envelope? (Yes/No/N/A)** | **Application/Tender submission form included? (Yes/No)** | **/Candidate’s/Tenderer's declaration(s) included ?**  **(Yes/No)** | **All other elements supplied?[[2]](#footnote-2)**  **(Yes/No)** | **Overall decision**  **(Accept / Reject)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| **Chairperson's name** |  |
| **Chairperson's signature** |  |
| **Date** |  |

1. Time to be recorded only for hand delivered requests to participate/tenders. [↑](#footnote-ref-1)
2. As required by the tender dossier (e.g. presence of statements of exclusivity and availability of key experts, if requested). [↑](#footnote-ref-2)