

**SUPPLY TENDER OPENING CHECKLIST
PUBLICATION REFERENCE:**

Step	
Preparatory session	
1. Chairperson describes the scope of the proposed contract, identifies the organisation(s) responsible for preparing the tender dossier, and summarises the essential features of the tender procedure to date, including the evaluation grid published as part of the tender dossier.	
2. All tender envelopes must be numbered according to the order in which they have been received.	
3. Chairperson verifies that all tender envelopes which have been received are available at the tender opening session.	
Tender opening session	
1. Tenderers' representatives attending the meeting must sign the presence list (attached to the tender opening report, Annex C6)	
2. All tender envelopes are handed over to the chairperson.	
3. Chairperson and secretary verify that all tender envelopes are sealed and in good condition.	
4. Chairperson and secretary open the tender envelopes in order of receipt. They mark the tender envelope number on the front page of each document. The chairperson and secretary initials the first page of all original documents and all pages of the original financial offer. Only the envelopes sent before the submission deadline should be opened.	
5. For each tender envelope, the chairperson and secretary announce and check that the summary of tenders received correctly records: <ul style="list-style-type: none"> <input type="checkbox"/> the registration number on the envelope, <input type="checkbox"/> the name of the tenderer, <input type="checkbox"/> the date (and time, for those hand delivered on the last date for submission of tenders) of dispatch, <input type="checkbox"/> the condition of the outer envelope, <input type="checkbox"/> whether or not the tenderer has included a tender form for a supply contract, <input type="checkbox"/> the total financial offer and any discounts applicable (exact wording as in the tender form), <input type="checkbox"/> the breakdown of the cost of the products and of any other amount not directly related to the intrinsic value of the products in question, <input type="checkbox"/> whether or not a tender guarantee has been provided, if required. <input type="checkbox"/> overall decision regarding suitability of tenders for further evaluation 	
6. The chairperson reminds the committee members of the following: <p style="margin-left: 20px;"><i>Participants in this evaluation who might be, by any reason or mean, in a situation of conflict of interest, direct or indirect, actual or potential, please let us know and withdraw from this procedure.</i></p> <p style="margin-left: 20px;"><i>Shall be considered as being in a situation of conflict of interest any person having 'shared</i></p>	

<p><i>interest' with one or more of the tenderers and partners if any, and subcontractors, which may compromise the objective and impartial exercise of his/her functions as member of this committee. Shared interest might result inter alia from reasons involving family, emotional life, political or national affinities, economic interest – such as an employment contract-</i></p> <p>If any person points out a conflict of interest to the chairperson, the chairperson shall ask him/her to withdraw from the procedure. Once these persons have withdrawn from the committee, the chairperson continues reminding the following:</p> <p><i>All the participants in the evaluation of this tender procedure must guarantee impartiality and confidentiality in order to avoid any conflict of interest that may distort and condition the sound and fair progress of it.</i></p> <p>All members of the evaluation committee and any observers sign declarations of impartiality and confidentiality.</p>	
<p>7. Chairperson signs the summary of tenders received.</p>	
<p>8. All members of the evaluation committee sign the tender opening report.</p>	