SUPPLY tender opening checklist

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| **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. |  |
| 1. All tender envelopes must be numbered according to the order in which they have been received. |  |
| 1. Paper submission: Chairperson verifies that all tender envelopes which have been received are available at the tender opening session. |  |
| **Tender opening session** |  |
| 1. Only in case of presential session (i.e. requiring physical attendance), tenderers’ representatives attending the meeting must sign the presence list (attached to the tender opening record, Annex C6). If tender opening session is organised on-line, the presence list has to be drawn and signed by the secretary after verifying details of the connected representatives (e.g. in chat) and always including the email addresses, in case further correspondence is needed (e.g. discrepancies between information on price in e-submission and Financial offer).   Electronic submission (direct management): The attendance list from the Annex C6 should be attached to the opening record extracted from the esubmission. |  |
| 1. Paper submission: all tender envelopes are handed over to the chairperson. |  |
| 1. Paper submission: chairperson and secretary verify that all tender envelopes are sealed and in good condition. |  |
| 1. Paper submission: 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.   Electronic submission: The opening session will take place in MyWorkplace. Following their nomination in PPMT, opening committee members get access to opening task in MyWorkplace. From the opening session, the system automatically lists all tenders deemed to be in order. |  |
| Paper submission: For each tender envelope, the chairperson and secretary announce and check that the summary of tenders received correctly records:   * the registration number on the envelope, * the name of the tenderer, * the date (and time, for those hand delivered on the last date for submission of tenders) of dispatch, * the condition of the outer envelope, * whether or not the tenderer has included a tender form for a supply contract, * the total financial offer and any discounts applicable (exact wording as in the tender form), * 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, * whether or not a tender guarantee has been provided, if required. * overall decision regarding suitability of tenders for further evaluation   Electronic submission: The system automatically lists all tenders deemed to be in order from the Opening session. The chairperson and secretary have to check the total financial offer and if any discounts are applicable, and announce it to the tender representatives. If later the Evaluation committee discovers a discrepancy in the total amount of the tender inserted in the e-Submission field “Total amount excl. taxes” and in the amount indicated in the uploaded financial offer, only the amount indicated in the financial offer will be taken into account. Tenderers will be informed by email about the discrepancy noted by the evaluation committee. |  |
| 1. The chairperson reminds the committee members of the following:   *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.*  *Shall be considered as being in a situation of conflict of interest any person having ‘shared 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-.*  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:  *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.*  All members of the evaluation committee and any observers sign declarations of impartiality and confidentiality. |  |
| 1. Paper submission: chairperson signs the summary of tenders received. |  |
| 1. Paper submission: All members of the evaluation committee sign the tender opening record.   Electronic submission: chairperson and/or secretary extracts generated opening record from e-submission. |  |