**A picture containing text

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2021

PPR@isdb.org

For any inquiry

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STANDARD TEMPLATES FOR RECORD OF BID & PROPOSAL OPENINGS

**RECORD OF BID OPENING FOR GOODS & WORKS**

Financing no.:

Project Title:

ICB (or NCB) Package no.:

Contract Title:

Venue of opening of bids:

1. **Bids received before deadline.** The following bids were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and were publicly opened and announced at \_\_\_\_ hrs. on the same date as indicated in the bidding document.

| **Bid**  **№** | **Name of Bidder(s) and address** | **Entity**  **(Single or JV)**  **In case of JV, JV Agreement is attached (Yes or No)** | **Read-out Bid Price(s)**  **(per lot if applicable)** | | **Discount(s)**  **(if any)** | **Bid Security**  **Amount and Validity**  *(or Bid Securing Declaration)* | **Cash Credit Line Amount (if applicable)** | **Life-Cycle Costing**  **(if applicable)** | **Functional Guarantees**  **(if applicable)** | **Remarks** | **Signature(s)**  **of Bidder(s) Designated Representative(s)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Amount(s)** | **Currency(ies)** |
|  | **Lot no. 1** |  |  |  |  |  |  |  |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |

1. **Late bids.** The following bids were received **after the deadline for submission of bids**. These bids are declared late, rejected, and returned unopened to the bidder.

| **Bid**  **№** | **Name of Late Bidder** | **Date / Time of bid submission** | **Name, Designation and Signature of Bidder(s) Representative(s)** |
| --- | --- | --- | --- |
|
| 1 |  |  |  |

1. **Bidder’s representatives**. The following Bidders’ representatives attended the public opening of bid.

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Representative (Printed Name)** | **Designation** | **Bidder (Firm/JV/Agent)** |
| 1 |  |  |  |

1. Matters transpiring during the opening of bids: ***[any withdrawals, substitutions, modifications, complaints received, and/or clarifications made or announced by the bid opening committee should be recorded]***
2. Reading and signing of documents ended at \_\_\_\_\_\_hrs.

|  |
| --- |
| **Signatures of Bid Opening Committee Members** |

**RECORD OF TECHNICAL PROPOSAL OPENING FOR CONSULTING SERVICES**

Financing No.: Project Title:

Contract No.: Contract Title:

Venue of opening of Technical Proposals

1. **Proposals received before deadline.** The following proposals were received by the closing deadline on \_\_\_\_\_\_ at \_\_\_\_ hrs. and were publicly opened and announced at \_\_\_\_ hrs. on the same date as indicated in the RFP.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Proposal** | **Firm Name**  *[In case of a Joint Venture, the name of the Joint Venture, the name of the lead member and the names and the countries of all members]* | **Country of Origin** | **Technical Proposal** | **Financial Proposal**  **separate and sealed?**  **(Yes/No)** | **Remarks** | **Signature of Consultant’s Representative(s)** |
| 1 |  |  |  |  |  |  |

1. **Late proposals**. The following proposals were received after the deadline **for submission of proposals**. These proposals are declared late, rejected, and returned unopened to the firms.

| **Bid**  **№** | **Name of Late Consultant Firm** | **Date / Time of submission** | **Name, Designation and Signature of Consultant Firm Representative(s)** |
| --- | --- | --- | --- |
|
| 1 |  |  |  |

1. The following consultant firms’ representatives attended the public opening of technical proposals:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name of Consultant** | **Representative’s name** | **Designation** |
| 1 |  |  |  |

1. Matters transpiring during the opening of proposals: *[****any modifications, envelopes with the financial proposal not sealed, complaints received, and/or clarifications made or announced by the proposal opening committee should be recorded]***
2. Reading and signing of documents ended at \_\_\_\_ hrs.

|  |
| --- |
| **Signature of Technical Proposal Opening Committee Members** |

**RECORD OF FINANCIAL PROPOSAL OPENING FOR CONSULTING SERVICES**

Financing No.: Project Title:

Contract No.: Contract Title:

Venue of opening of Financial Proposals: Date and source of exchange rate:

1. The following financial proposals were publicly opened and announced at \_\_\_\_\_hrs. on the same date as indicated in RFP.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Proposal** | **Consultant Entity** | **Country of Origin** | **Total Technical Score** | **Total Price Read Out**  **(FIN-1)** | | **Remarks** | **Signature of Consultant’s Representative** |
| **Amount(s)** | **Currency(ies)** |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |

1. Attendance at opening of Financial Proposals:

|  |  |  |  |
| --- | --- | --- | --- |
| **No** | **Name of Consultant** | **Representative’s name** | **Designation** |
| 1 |  |  |  |
| 2 |  |  |  |

1. Matters transpiring during the opening of financial proposals: ***[If financial proposal not found sealed and unopened should be recorded]***
2. Reading and signing of documents ended at \_\_\_\_ hrs.

|  |
| --- |
| **Signature of Financial Proposal Opening Committee Members** |