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2022

**ppr@isdb.org**

For any inquiry

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**STANDARD TEMPLATES FOR RECORD OF PROPOSALS OPENING (TWO-STAGE BIDDING)**

**RECORD OF OPENING OF TECHNICAL PROPOSALS (FIRST STAGE)
 (TWO-STAGE BIDDING PROCEDURE WITHOUT PREQUALIFICATION PROCESS)**

Financing no.:

Project Title:

ICB or ICB-MC Package no.:

Contract Title:

Venue of public opening of Technical Proposals:

1. **Technical Proposals received before deadline.** The following Technical Proposals were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and were publicly opened in the presence of the Bidders’ designated representatives and anyone who choose to attend, and at the address, date and time specified in the Bid Data Sheet of issued Bidding Documents.

| **Bid/Proposal** **№** | **Name of Bidder/Proposer and address** | **Entity** **(Single or JV)** **In case of JV, JV Agreement is attached (Yes or No)** | **Alternative Technical Proposals in accordance with ITB 13****(if any)** | **Remarks** | **Signature(s)****of Bidder/Proposer’s Designated Representative(s) or anyone who choose to attend** |
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2. **Late Technical Proposals in accordance with ITB 19.** The following Proposals were received by the Employer after the deadline for submission of First Stage Technical Proposals which are declared late, rejected, and returned unopened to the Bidder.

| **Bid/Proposal №** | **Name of Late Bidder/Proposer** | **Date & Time of Technical Proposal submission** | **Name, Designation and Signature(s) of Bidder/Proposer Representative(s)** |
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3. Matters transpiring during the opening of First Stage Technical Proposals: *[****any Proposal withdrawals, substitutions, modifications, complaints received, and/or clarifications made or announced by the Bid Opening Committee should be recorded]***

4. Reading and signing of documents ended at \_\_\_\_\_\_ hrs. A copy of the record shall be distributed to all Bidders/Proposers who submitted First Stage Technical Proposals in time.

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| **Signatures of Bid Opening Committee Members (Date)** |

**RECORD OF OPENING OF TECHNICAL PROPOSALS (FIRST STAGE)
(TWO-STAGE BIDDING PROCEDURE AFTER PREQUALIFICATION PROCESS)**

Financing no.:

Project Title:

ICB or ICB-MC Package no.:

Contract Title:

Venue of public opening of Technical Proposals of **qualified Proposers after prequalification process**:

1. **Technical Proposals received before deadline.** The following Technical Proposals were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and were publicly opened in the presence of the Proposers’ designated representatives and anyone who chooses to attend, and at the address, date and time specified in the Proposal Data Sheet of issued Request for Proposals.

| **Proposal****№** | **Name of Qualified Proposer and address** | **Entity (Single or JV)** **In case of JV, JV Agreement is attached (Yes or No)** | **Alternative Technical Proposals in accordance with ITB 13****(if any)** | **Remarks** | **Signature(s)** **of Proposer’s Designated Representative(s) or anyone who choose to attend** |
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2. **Late Technical Proposals in accordance with ITB 19.** The following Proposals were received by the Employer after the deadline for submission of First Stage Technical Proposals which are declared late, rejected, and returned unopened to the Proposer.

| **Proposal №** | **Name of Late Proposer** | **Date & Time of Technical Proposal submission** | **Name, Designation and Signature(s) of Proposer Representative(s)** |
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3. Matters transpiring during the opening of Technical Proposals: *[****any Proposal withdrawals, substitutions, modifications, complaints received, and clarifications made or announced by the Bid Opening Committee should be recorded]***

4. Reading and signing of documents ended at \_\_\_\_\_\_hrs. A copy of the record shall be distributed to all Bidders who submitted First Stage Technical Proposals in time.

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

 **(Date)**

**RECORD OF OPENING OF TECHNICAL PARTS (SECOND STAGE)
(TWO-STAGE BIDDING PROCEDURE)**

Financing no.:

Project Title:

ICB or ICB-MC Package no.:

Contract Title:

Venue of public opening of sealed envelopes marked ‘Technical Part’ of Bidders/Proposers:

1. **Second Stage Proposals** **received before deadline.** The following **Technical Parts** were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and publicly opened in the presence of Proposers’ designated representatives and anyone who chooses to attend, and at the address, date and time as specified in the Employer’s Letter of Invitation to submit Second Stage Proposals.

|  **Proposal****№** | **Name of Proposer** | **Sealed envelope marked “Second Stage Proposal – Financial Part”****(Presence or Absence)** | **Proposal Security****or Proposal Securing Declaration** **(Presence or Absence)** | **Remarks** | **Signature(s)** **of Proposer’s Designated Representative(s)** |
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2. **Late proposals.** The following Proposals were received by the Employer after the Proposal submission deadline as specified in the Invitation for Proposals – Second Stage Combined Technical and Financial Proposals, are rejected and returned unopened to the Proposer.

| **Proposal №** | **Name of Late Proposer** | **Date & Time of Proposals submission** | **Name, Designation and Signature of Proposer’s Representative(s)** |
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3. Matters transpiring during the opening of Technical Part: *[****any Proposal withdrawals, substitutions, modifications, complaints received, and/or clarifications made or announced by the Bid Opening Committee should be recorded]***

4. Reading and signing of documents ended at \_\_\_\_hrs. A copy of the record shall be distributed to all Proposers who submitted Proposals in time.

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| **Signatures of Bid Opening Committee Members****(Date)** |

**RECORD OF OPENING OF FINANCIAL PARTS (SECOND STAGE)
WHEN OPTIONS OF BEST AND FINAL OFFER (BAFO) OR NEGOTIATIONS IS NOT APPLIED (TWO-STAGE BIDDING PROCEDURE)**

Financing no.:

Project Title:

ICB or ICB-MC Package no.:

Contract Title:

Venue of public opening of sealed envelopes marked ‘Financial Part’ of Proposers whose Proposals were considered **substantially responsive** to the requirements in the Request for Proposals (RFP).

1. **Second Stage Proposals** **received before deadline.** The following **Financial Parts** **(combined technical and financial Proposals)** were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and **publicly** opened in the presence of Proposers’ or their designated representatives and anyone else who chooses to attend, and at the address, date and time as specified in the Employer’s Letter of Invitation to submit Second Stage Proposals.

|  **Proposal****№** | **Name of Substantially Responsive Proposer to the RFP** | **Technical Score** | **Read-out Total Proposal Prices****(per lot/contract, if applicable)** | **Proposal Security****or Proposal Securing Declaration** **(Presence or Absence)** | **Letter of Proposal-Financial Part and Price Schedules are initialed by representative(s) of the Employer attending the public opening**  | **Name, Designation and Signature of Proposer’s Representative(s)** |
| --- | --- | --- | --- | --- | --- | --- |
| **Amount(s)** | **Currency(ies)** | **Discounts****(if any)** |
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2. **Late Financial Parts.** The following combined technical and financial Proposals were received after the deadline for submission of Financial Parts. These Proposals are declared late, rejected, and returned unopened to the Proposers.

| **Proposal****№** | **Name of Late Bidder/Proposer** | **Date & Time of Financial Part (technical and financial Proposals) submission** | **Name, Designation and Signature of Proposer’s Representative(s)** |
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3. Matters transpiring during the opening of combined technical and financial proposals: *[****any complaints received and/or clarifications made or announced by the Bid Opening Committee should be recorded]***

4. Reading and signing of documents ended at \_\_\_\_hrs. A copy of the record shall be distributed to all Proposers who submitted Second Stage Financial Parts in time.

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| **Signatures of Bid Opening Committee Members****(Date)** |
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**RECORD OF OPENING OF FINANCIAL PARTS (SECOND STAGE)
WHEN OPTIONS OF BAFO OR NEGOTIATIONS IS APPLIED (TWO-STAGE BIDDING PROCEDURE)**

Financing no.:

Project Title:

ICB or ICB-MC Package no.:

Contract Title:

Venue of opening of sealed envelopes marked ‘Financial Part’ of Proposers whose Proposals were considered **substantially responsive** to the requirements in the RFP.

1. **Second Stage Proposals** **received before deadline.** The following **Financial Parts (combined technical and financial Proposals)** were received by the closing deadline on \_\_\_\_\_\_\_ at \_\_\_\_ hrs. and opened in the presence of a Probity Assurance Provider appointed by the Employer.

|  **Proposal****№** | **Name of Substantially Responsive Proposer to the RFP** | **Total Proposal Prices** | **Probity Assurance Provider’s report of the opening of the Financial Part** | **Remarks** | **Letter of Proposal-Financial Part and Price Schedules are initialed by representative(s) of the Employer attending the public opening and by the Probity Assurance Provider** |
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| **Amount(s)** | **Currency****(ies)** | **Discounts****(if any)** |
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2. **Late Financial Parts.** The following combined technical and financial Proposals were received after the deadline for submission of Financial Parts. These Proposals are declared late, rejected, and returned unopened to the Proposers.

| **Proposal №** | **Name of Late Bidder/Proposer** | **Date & Time of Financial Part (technical and financial Proposals) submission** | **Name, Designation and Signature of Proposer’s Representative(s)** |
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3. Matters transpiring during the opening of Financial Parts: *[****any complaints received and/or clarifications made or announced should be recorded]***

4. Reading and signing of documents ended at \_\_\_\_\_\_hrs.

5. The contents of the envelopes marked ‘Financial Part’ and the record of the opening shall be kept in safe custody by the Employer and not disclosed to anyone until the time of the transmission of the Notification of Intention to Award the contract.

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| **Signatures of Probity Assurance Provider** **(Date)** |