|  |
| --- |
| All who are officially attending the bid opening shall sign the attendance. Just before the bid opening a request shall be made from all the representatives of the bidders to sign their attendance. The bid opening committee may order any representative of the bidder who is refusing to sign the attendance, to move out from the bid opening room. Any representative of a bidder who arrives late should be requested to sign the attendance and similar procedure described above is applicable |

**PR 009 - Format for Bid Opening Minutes**

|  |
| --- |
| **Attendance at Bid Opening Meetings** |
| Title of Procurement |  |
|  |  |
| Date |  |
| Time |  |
| Location |  |
| We the undersigned were present at the bid opening of the above procurement |
| **A: Bidder’s Representatives:** |
| Name of Representative | Bidder’s Name | Signature |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |
| 4. |  |  |
| **B: Bid Opening Committee** |
| Name | Capacity (Chairperson/Member) | Signature |
| 1. |  |  |
| 2. |  |  |
| 3. |  |  |

|  |
| --- |
| **Format for Bid Opening Minute** |
| Observation of Each Bid |
| Observation criteria | Bid 1 | Bid 2 | Bid 3 | Bid 4 | Bid 5 |
| *Insert “Y” if answer is Yes and “N” if answer is No* |
| 1. Is outer envelope of bid sealed?
 |  |
| (b) Is bid form completed and signed? |  |
| (c) Any “Substitution,” “Withdrawal,” or “Modification” submitted\* |  |
| (d) Any alternative bid made\*\*: |  |
| (e) Additional comments\*\*\*: |  |
| \*Describe |  |
| \*\*Describe |  |
| \*\*\*Describe |  |