**PR 016A - Format for Proposal Opening Minutes – First Opening**

The proceedings of the proposal opening shall be recorded in the prescribed format and should be signed by all members of POC. In addition to the time, location etc. of proposal opening the POC minutes shall include the name of the proponent, presence or absence of financial proposal, and any other special features of the proposals submitted. It may also include and special features happened during the proposal opening.

|  |  |
| --- | --- |
| PROPOSAL OPENING MINUTES | |
| Title of Consultancy |  |
| Proposal opening Date |  |
| Proposal opening Time |  |
| Location |  |

OBSERVATIONS OF EACH PROPOSAL

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Observation Criteria | PR1 | | PR2 | PR3 | | | PR4 | | PR5 | | PR6 | PR7 | |
|  | *Insert "Y" of answer is Yes and "N" of answer is No* | | | | | | | | | | | | |
| (a) Is outer envelope  of proposal sealed ? |  |  | | |  |  | |  | |  | | |  |
| (b) Is the financial  proposal presence ? |  |  | | |  |  | |  | |  | | |  |
| (c) Is the financial  proposal sealed ? |  |  | | |  |  | |  | |  | | |  |
| (d) Additional  comments \* |  |  | | |  |  | |  | |  | | |  |
| \* Describe |  |  | | |  |  | |  | |  | | |  |

**PR 016B - Format for Proposal Opening Minutes – Financial Proposal Opening**

The proceedings of the proposal opening shall be recorded in the prescribed format and should be signed by all members of POC. In addition to the time, location etc of proposal opening the POC minutes shall include the name of the proponent, Quality score in the case of QCBS, proposal price and any other special features of the proposals submitted. It may also include and special features happened during the proposal opening.

|  |  |
| --- | --- |
| PROPOSAL OPENING MINUTES | |
| Title of Consultancy |  |
| Proposal opening Date |  |
| Proposal opening Time |  |
| Location |  |

OBSERVATIONS OF EACH PROPOSAL

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Observation Criteria | PR1 | PR2 | PR3 | PR4 | | PR5 | PR6 | PR7 |
|  | *Insert "Y" of answer is Yes and "N" of answer is No* | | | | | | | |
| (a) Is financial envelope  remained sealed ? |  |  |  |  |  | |  |  |
| (b) Any objection rose by  any proponent about  the status of financial  envelope\* |  |  |  |  |  | |  |  |
| (c) Quality score  announced \*\* |  |  |  |  |  | |  |  |
| (d) Additional  comments \*\*\* |  |  |  |  |  | |  |  |
| \* Describe |  |  |  |  |  | |  |  |
| \*\* Only for QCBS |  |  |  |  |  | |  |  |
| \*\*\* Describe |  |  |  |  |  | |  |  |

FINANCIAL INFORMATION

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Consultant No. | Name of Consultant | Proposal Price | | Remarks |
| With VAT | Without VAT |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |

PROPOSAL OPENING COMMITTEE

|  |  |  |
| --- | --- | --- |
| Name | Capacity  (Chairperson/member) | Signature |
|  |  |  |
|  |  |  |
|  |  |  |