



TENDER OPENING REPORT

Reference: Interreg IPA CBC Italy – Albania - Montenegro 2014-2020
“FOOD4HEALTH” / 1st call for standard project /code.357/ Order No. 20, Date 12-12-2022

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1. Timetable

	DATE	TIME	VENUE
Publication of contract notice			
Deadline for submission of tenders			
Tender opening session			

2. Observers

Name	Representing

3. Minutes

The tender opening session was based on the register of tenders received, which was prepared using the information on the envelopes. Each tender envelope had been given a sequential number by the contracting authority upon receipt.

The chairperson and secretary completed the attached summary of tenders received during the tender opening session. Only tenders contained in envelopes sent before the deadline for submission of tenders were opened. Tenders sent beyond the deadline were rejected without opening them. Tenders received already open were rejected without examining their content.

If any tenderers withdrew their tenders:

The following tenderers withdrew their tenders:

Tender envelope number	Tenderer name	Reason (if known)

All members of the evaluation committee (and observers) signed declarations of impartiality and confidentiality, which are attached to this report. The tender envelope number was marked on all copies of the tenders. The chairperson and the secretary initialled the front page of each original document and all the pages of the original financial offer.

4. Conclusion

The following tenders are suitable and regular, and can be submitted to further evaluation:

Tender envelope number	Tenderer name	Financial offer [by lot] [EUR] [<ISO code of national currency> only for indirect management in the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate]	Discount conditions (as stated in item 4 of the tender submission form)



Tender envelope number	Tenderer name	Financial offer [by lot] [EUR] [<ISO code of national currency> only for indirect management in the following cases: (i) when legal or local constraints exceptionally impose using the national currency; (ii) when needed, for contracts within the imprest component of a programme estimate]	Discount conditions (as stated in item 4 of the tender submission form)

5. Signatures

	Name	Signature
Chairperson		
Secretary		
Evaluators		

Contract title: ““Machinery and equipment for FOOD4HELATH the Community Laboratory””

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SUMMARY OF TENDERS RECEIVED													
Tender envelope number	(Lead) ¹ tenderer name	By post or private courier		Hand delivered		Number of packages	Within deadline? (Yes/No)	Tender package(s) duly sealed? (Yes/No)	Tender submission form included?(Yes/No)	Other consortium members ¹	Declaration(s) included? (Yes/No)	Tender guarantee included? (Yes/No)	Overall decision (Accept / Reject)
		When sent	When received	Received by ² (Initials)	Date and time of reception ³								
1													
2													
3													
4													
Chairperson's name													
Chairperson's signature													
Date													

¹ For tenders submitted by a consortium.

² Name(s) of person(s) receiving tenders.

³ Time and date of reception to be recorded only for hand delivered tenders.



List of tenderers' representatives

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Name	Representing	Declaration (if any)	Signature