

RECORD OF BID OPENING

LOAN NO.....PROJECT TITLE

BID NO BID/CONTRACT TITLE.....

1. The following bids were received by the closing deadline fixed on(Date) at (Time).....hours and were publicly opened and read at (Time)hours on the same date.

No.	Name of Bidder and Address	Bid Security Amount	Bid Amount ¹				Remarks (if any e.g. bid security deficiency, no signature)	Signature of Bidders Representatives
			Package/ Contract/ Lot No. 1	Package/ Contract/ Lot No. 2	etc. ²	Total		
1.								
2.								
3.								
4.								
5.								
6.								
Etc.								

¹ Any discounts offered should be recorded. Any alternative bids submitted should be opened.

² Number of columns depends on the number of subpackages/contracts/lots in the bidding documents.

2. The following bidders' representatives attended the public opening of bids and a copy of the attendance sheet is attached as an annex to this record.

No.	Name	Designation	Bidding Company Represented
1.			
2.			
3.			
4.			
5.			
6.			
Etc.			

3. Matters transpiring during the opening of bids. (*Any modifications, bid withdrawals, complaints received, and clarifications made or announced by the bid opening committee should be recorded*).

4. Reading and signing of bids ended athours.

.....
(Name, Signature, and Designation)

.....
(Name, Signature, and Designation)

.....
(Name, Signature, and Designation)

ATTENDANCE SHEET FOR OPENING OF BIDS

LOAN NOPROJECT TITLE
BID NO.....BID/CONTRACT TITLE

Place:

Date:.....

Time:.....

The following bidders' representatives attended the public opening of bids.

No.	Bidder (Company Firm/Contractor)	Representative (Printed Name)	Designation	Signature
1.				
2.				
3.				
4.				
5.				
6.				
etc.				