**SERVICE TENDER OPENING CHECKLIST**

**PUBLICATION REFERENCE: HR-RS253-7/cleaning services and maintenance**

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| **Step** | √ |
| 1. All tender envelopes are handed over to the chairperson. |  |
| 1. All tender envelopes must be numbered according to the order in which they have been received. |  |
| 1. Chairperson verifies that all tender envelopes which have been received are available at the tender opening session. |  |
| 1. Chairperson verifies that all tender envelopes were sealed and in good condition. |  |
| 1. Chairperson and secretary open the outer tender envelopes in order of receipt to:  * Mark the tender envelope number on all copies of the technical offer and the envelope containing the financial offer. * Initial the first page of each original document and the envelope containing the financial offer. |  |
| 1. For each tender envelope, the chairperson and secretary check that the summary of tenders received correctly records:  * The registration number on the envelope * The name of the tenderer * The date (and time, for those hand delivered on the last date for submission of tenders) of dispatch * The condition of the outer envelope * Whether or not the technical and financial offers have been submitted in separate envelopes * Whether or not the tenderer has included the tender submission form including the declaration * Whether or not statements of availability and exclusivity for the tender are included for all key experts * The overall decision as to whether or not the tender proposal has complied with the administrative requirements during the opening phase. |  |
| 1. The chairperson reminds the committee members of the following:   *Participants in this evaluation who might be, by any reason or mean, in a situation of conflict of interest, direct or indirect, actual or potential, please let us know and withdraw from this procedure.*  *Shall be considered as being in a situation of conflict of interest any person having ‘shared interest’ with one or more of the tenderers and partners if any, and subcontractors, which may compromise the objective and impartial exercise of his/her functions as member of this committee. Shared interest might result inter alia from reasons involving family, emotional life, political or national affinities, economic interest – such as an employment contract.*  If any person points out a conflict of interest to the chairperson, the chairperson shall ask him/her to withdraw from the procedure.  Once these persons have withdrawn from the committee, the chairperson continues reminding of the following:  *All the participants in the evaluation of this tender procedure must guarantee impartiality and confidentiality in order to avoid any conflict of interest that may distort and condition the sound and fair progress of it.*  Declarations of impartiality and confidentiality are signed by all members of the evaluation committee and any observers. |  |
| 1. Chairperson signs the summary of tenders received. |  |
| 1. Chairperson instructs the secretary to keep the financial offers in a safe place. |  |
| 1. The tender opening report is signed by all members of the evaluation committee. |  |