**Procurement Journey**

**Tender Opening form**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TENDER OPENING FORM | | | | | File Ref: | | |  | | | |
|  | | | | |  | | | | | | |
|  | | | | | **CIRCULATION** | | | | | | |
|  |  | | | | |  | | |  | | |
|  | | | | | 1. Lead Buyer 2. Tender Receipt Controller | | | | | | |
|  |  | | | | |  | | |  | | |
| Contract Title: | Subject Matter | | | | | | | | | |
|  |  | | | | |  | | |  | | |
| Department: | Variable | | | | | Division: | | | Variable | | |
|  |  | | | | |  | | |  | | |
| Customer | Variable | | | | | | | | | | | |
|  |  | | | | |  | | |  | | |
| Date Invited: | dd/mm/year | | Date Due: | dd/mm/year | | | | | Date Opened | dd/mm/year | | |
|  |  | | | | |  | | |  | | |
| Amount Allowed in Budget: | | **£** Variable | | | | |

The above information, together with the names of all tenderers, is to be completed before the opening of tenders.

|  | **Tenders Invited** | | **Tenders Received** | | | **Tender Prices £** | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | | **Yes** | | **No** |  | | |
| 1. |  | |  | |  |  | | |
| 2. |  | |  | |  |  | | |
| 3. |  | |  | |  |  | | |
| 4. |  | |  | |  |  | | |
| 5. |  | |  | |  |  | | |
| 6. |  | |  | |  |  | | |
| 7. |  | |  | |  |  | | |
| 8. |  | |  | |  |  | | |
| 9. |  | |  | |  |  | | |
| 10. |  | |  | |  |  | | |
|  | | **Tenders opened in the presence of** | | | | | | |
| **Signatures** | |  | |  | | |  |
| **Names (BLOCK CAPS)** | |  | |  | | |  |
| **Date** | |  | |  | | |  |