**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** |  |  |  |