***[Insert date]***

**BIDS OPENING REPORT: *[INSERT TITLE OF THE SUPPLY]***

**1 Introduction**

1.1 In execution of the ECOWAS Commission approved ***[Insert year]*** Procurement Plan, the procurement process for the ***[Insert title of the Supply]*** was launched through an Invitation for Bids (*Copy attached –* ***Annex 1***) published in the ECOWAS Website on ***[insert date]*** with a submission deadline fixed for ***[Insert date and time]***.

1.2 At the time of the submission deadline, a total of ***[Insert number]*** firms submitted their bids, as presented in Table 1 below.

**Table 1**: Details of Bids received

| **S/n** | **Company Name** | **Contact Details** | **Date & Time of Submission** | **Observations** |
| --- | --- | --- | --- | --- |
| 1 | Company 1 | *[Insert contact details]* | *[Insert]* | *[Insert]* |
| 2 | Company 2 | *[Insert contact details]* | *[Insert]* | *[Insert]* |
| 3 | Company 3 | *[Insert contact details]* | *[Insert]* | *[Insert]* |
| 4 | Company 4 | *[Insert contact details]* | *[Insert]* | *[Insert]* |
| 5 | Company 5 | *[Insert contact details]* | *[Insert]* | *[Insert]* |

**2** **Opening Session**

2.1 In line with the procurement procedures, The ECOWAS Commission proceeded with the opening of the bids received on ***[Insert date],***at the ***[insert venue],*** at ***[Insert time]*** in the presence of the Bidders/Representatives.

(See attached emails from Bidders Representatives – Annex 2).

2.2 **Present were**

In attendance were members of the Evaluation Committee as detailed in Table 2 below:

**Table 2**: Evaluation Committee Members

| **#** | **NAMES** | **POSITION** | **CAPACITY** |
| --- | --- | --- | --- |
| **MEMBERS** | | | |
| 1 | **Evaluator 1** | Rep. *[Insert Directorate/Office]* | Member |
| 2 | **Evaluator 2** | Rep. *[Insert Directorate/Office]* | Member |
| 3 | **Evaluator 3** | Rep. *[Insert Directorate/Office]* | Member |
| 4 | **Evaluator 4** | Rep. *[Insert Directorate/Office]* | Member |
| 5 | **Evaluator 5** | Rep. *[Insert Directorate/Office]* | Member/ Secretary |

**3. Agenda**

Opening of Bids for the *[Insert title of Supply]*.

* AOB

**4. Outcome of the opening**

4.1 The meeting officially commenced at [Insert time] in the [Insert venue], with the Procurement Officer overseeing the proceedings. The Procurement Officer initiated the session by asking both the Committee Members and the attending bidders to introduce themselves. Subsequently, the Procurement Officer outlined the step-by-step procedure for the bid opening, and there were no objections or concerns raised in response to this presentation.

4.2 The Committee then proceeded to open the bids, following the numerical order from one to the last. Prior to opening each bid, a meticulous examination was conducted to verify its integrity and ensure there was no tampering. Subsequently, the Procurement Officer read aloud and documented critical components, including the bid price, price validity, Bid Security, and the stipulated delivery period. Following this, the Committee members affixed their signatures to the record. The opening procedure was consistently applied to all received bids, and the details are meticulously documented in Table 3, as provided below.

**Table 3**: Comprehensive Details of Bids opened

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S/n** | **Companies** | **Total Cost** | **Discount** | **Bids Validity** | **Delivery Period** | **Warranty** | **Bid Security** |
| 1 | Company 1 | *[Insert amount]* | *[Insert if applicable]* | *[Insert]* | *[Insert]* | *[Insert]* | Original Bid Security Provided from  *[Insert Bank]*  *[Insert amount]* |
| 2 | Company 2 | *[Insert amount]* | *[Insert if applicable]* | *[Insert]* | *[Insert]* | *[Insert]* | Original Bid Security Provided from  *[Insert Bank]*  *[Insert amount]* |
| 3 | Company 3 | *[Insert amount]* | *[Insert if applicable]* | *[Insert]* | *[Insert]* | *[Insert]* | Original Bid Security Provided from  *[Insert Bank]*  *[Insert amount]* |
| 4 | Company 4 | *[Insert amount]* | *[Insert if applicable]* | *[Insert]* | *[Insert]* | *[Insert]* | Original Bid Security Provided from  *[Insert Bank]*  *[Insert amount]* |
| 5 | Company 5 | *[Insert amount]* | *[Insert if applicable]* | *[Insert]* | *[Insert]* | *[Insert]* | Original Bid Security Provided from  *[Insert Bank]*  *[Insert amount]* |

4.3 Observations:

4.3.1 During the opening session, the Evaluation Committee observed the following:

***[State each observation]***

4.3.2 Firm representatives were granted an opportunity to voice any observations they might have before concluding the bid opening session. ***[Highlight any raised observations by company representatives or mention if none were raised.]***

4.3.3 The Procurement Officer concluded the session by offering his closing remarks, expressing gratitude to both the Committee Members and the firm representatives, and extending his best wishes for their future success.

**5. Conclusion**

5.1 All bids opened were therefore considered for the evaluation process.

**6. Signatories:** This report represents the true record of the opening of the Bids received and attested to by:

| **#** | **NAMES** | **POSITION** | **CAPACITY** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| **MEMBERS** | | | | |
| 1 | **Evaluator 1** | Rep. *[Insert Directorate/Office]* | Member |  |
| 2 | **Evaluator 2** | Rep. *[Insert Directorate/Office]* | Member |  |
| 3 | **Evaluator 3** | Rep. *[Insert Directorate/Office]* | Member |  |
| 4 | **Evaluator 4** | Rep. *[Insert Directorate/Office]* | Member |  |
| 5 | **Evaluator 5** | Rep. *[Insert Directorate/Office]* | Member/Secretary |  |

ANNEX 1

**Invitation for Bids**

ANNEX 2

**Emails from Bidders Representatives**