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|  | COMUNIDADE ECONOMICA DOS ESTADOS DA FRICA OCIDENTAL |  |
| ECONOMIC COMMUNITY OF  WEST AFRICAN STATES |  | ECONOMIC COMMUNITY OF WEST AFRICAN STATES |

# (MINUTES OF OPENING OF EXPRESSION OF INTEREST – TEMPLATE )

**SELECTION OF CONSULTANTS**

**By the method……………..**

**SELECTION OF AN INDIVIDUAL CONSULTANT/CONSULTING FIRM**

**FOR …………………………………………………**

**Funding: ECOWAS COMMISSION**

**OPENING MINUTES**

***Place, day, month, 202…***

Minutes of opening of bids (Template)

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| --- |
| Notes relating to the bid opening report  The Minutes of opening of bids concerns the transcription of everything said and done at the opening of bids. This session is done either online or in person, it takes place in the presence of representatives of individual Firms/Consultants or companies who wish to be present . The presence of bidders is not obligatory, but the Project Manager is asked to invite them to the opening session, indicating the place, time and opening date.  **The following points must be included in the opening minutes:**   1. The day, date, time of opening of the envelopes; 2. The signed attendance list of the bidders' representatives; 3. The signed attendance list of the members of the Evaluation Committee; 4. The signed attendance list of the members of the Evaluation Committee; 5. The information contained in each file received and read aloud when the envelopes are opened; 6. Any observations or clarifications made during the opening session; 7. To be valid, the Minutes must be signed and initialed by all the members of the Evaluation Committee. 8. The signed Minutes must be signed within 48 hours and sent to each bidder.   **NB** : the content of the minutes must accurately reflect the information and possible clarifications during the bid opening session. |

**OPENING MINUTES OF ………………….**

*Indicate in letter the* *date, month, year, …… hours* , in execution of the Internal note n° : *indicate the exact reference and the date of the memo* ( *See copy of memo in* ***appendix 1*** ), set up for the opening and evaluation of files received as part of: *indicate the title of the mission or supply/work* ( *indicate if it is in person or by videoconference,* the members of the Committee met to proceed with the opening of the bids.

Present at this opening session were the executives whose names follow:

| **No.** | **First and last names** | **Function** | **Title** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

Before opening the envelopes, the Chairman of the session welcomed those present ( *Cf. copy of the presence list of bidders in* ***appendix 2*** ) and was reassured of the effective presence of the representative of each structure designated in the internal note.

Then it will be up to the …………… of the commission to provide a general overview of the procedure to follow for the opening and evaluation of the files received. Specifically, it indicated the procedure to follow (selection method) and the evaluation methods which will serve as a basis for the analysis of each file. He recalled the launch and closing dates of *the notice of expression of interest or the notice of call for tenders* , respectively .…/.…/202…. on the ECOWAS website and closed on …………….. 202…, with a total of: *indicate the number* file received and recorded.

Following these reminders, the rapporteur opened and read aloud the information for each candidate.

The information from this reading is recorded in the table below:

*(This table is used for the recruitment of Firm or individual Consultants)*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No. Files** | **Bidders** | **Information from reading the files** | | | | |
| **Country** | **Letter of expression of interest** | **Curriculum Vitae (CV)** | **Diplomas** | **Certificates**  **/References** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |

For the evaluation of the files received in accordance with the criteria published in the notice of expression of interest, individual evaluation sheets and a copy of each file received were sent to each member to enable them to evaluate each application file and send the signed individual sheets to the rapporteur for the compilation of notes and the production of the draft evaluation report.

*( This table is used for calls for tenders) It must be adapted to the realities of ECOWAS*

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Bidders** | **Letter submission** | | | | **Bail** | | | | **Administrative documents** | | | **delivery time** |
| **Amounts** | **Batch** | **Discount** | **Validity of the offer** | **Amount** | **Cash** | **Bank** | **Validity of the deposit** |  |  |  |
| 1 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |  |  |  |  |  |  |

After opening the ……. (0…) folds, the President of the Commission gave the floor to the representatives of the bidders to allow them to give their opinion on the progress of the opening of the folds.

*State the impression of the bidders and any questions raised by them* .

Following the intervention of the bidders, the President thanked the representatives of the bidders before asking them to step aside to allow the commission to begin its work. Following the withdrawal of the representatives of the bidders, he instructed the members of the commission to carry out a rapid evaluation of the offers and submit the results of the evaluation for the no-objection request.

Subsequently, the members of the Committee agreed on the date of holding a plenary which they fixed at ……/….. / 202….. at …… hours for the reading of the draft report and for its validation.

Before leaving the room, the President initialed the important documents of the ……. (….) offers received and opened publicly.

The bid opening session ended at …… o’clock with words of thanks from the Chairman of the session.

Have signed

| **No.** | **LASTNAMES AND FIRSTNAMES** | **FUNCTION** | **SERVICE** | **SIGNATURE** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |

**Appendices**

* Appendix 1: copy of the memo
* Appendix 2: copy of bidders’ attendance list

**Appendix 1**

Copy of memo

**Appendix 2:**

**Copy of bidders’ attendance list**