

Template: Tendering process

Complete the table below. Refer to the info sheet for further explanations.

Invitation to tender for project: ...	
Tender procedure: ...	
a) Description of the works	...
b) Permissible variants	...
c) Terms and conditions	...
d) Evaluation criteria	...
e) Pricing mechanism	...
f) Method statements	...
g) Submission rules	...
h) Access to project sites	...
Reception of bids	Due date and time for bids: ...
	Bids will be kept in: ...
	Who will open the tenders? ...
Evaluation of bids	Who will do it? ...
	Signature: ...
Awarding of contracts	Who will do it? ...
	Signature: ...