**Procurement of:**

*{process\_description}*

**Ref. No:** *{bid\_number}*

**Bid Opening**: *{bid\_opening\_date}*

**Issued on:** *{deadline\_date}*

**Country:** *{purchaser\_country}*

**Project:***{name\_project}*

**Purchaser/Employer:** *{name\_purchaser}*

**Financing Agreement:** *{agreement\_name}*

1. **Process details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Line Item N°** | **Description of Item** | **Quantity required** | **Physical unit** | **Final Destination**  **or Project Site**  **or Works Site** | **Delivery Period or Completion Schedule from Date of Contract signing** |
| **{**#**list\_of\_items}{code}** | **{name}** | **{quantity}** | **{unit\_measure}** | **{place\_to\_delivery}** | **{days\_to\_delivery}{/}** |

1. **Bid prices**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Rank | Bidder’s name | Bidder’s Tax/Id number | Bid Price: | Submitted on: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**As no bids were received, this Request for Quotations is declared void on (insert date) by (insert name of representative).**

1. **Evaluation of Bids**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Rank | Bidder’s name | Bidder’s Tax/Id number | Accepted (Y/N): | Justification for rejection: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**As no bids were accepted, this Request for Quotations is declared null on (insert date) by (insert name of representative).**

1. **Awarded Contracts**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Awarded on: | Award amount: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Countersignature**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Signed on: | Award amount: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Amendment – Contract Termination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Terminated on: | Justification1: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1 Justification: 1 – Total default; 2 – Partial default.

**Amendment – Award following Termination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Awarded on: | Award amount:: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**Amendment – Countersignature following Termination**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Signed on: | Award amount: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

1. **Contract Completion**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Lot/Item | Contract number | Bidder’s name | Bidder’s Tax/Id number | Completed on: | Award amount: |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |