

RECORD OF RECEIPT OF TENDERS

Name of the Procuring Entity: *[insert name of Procuring Entity (PE)]*

Tender ID No.: *[Insert tender identification number]*

Subject of Procurement: *[insert subject of procurement]*

Deadline for Submission: *[insert date and time]*

Place for Submission: *[insert place and location]*

S/No.	Name of Tender	Date of Receipt	Time of Receipt	No. of Envelopes	Name & Signature of Bearer

The tenders above were received before the date and time of the deadline/the tender box was sealed at the date and time of the deadline (*as applicable*)*. No further tenders were received after the deadline.

The information contained in this form and the attached documents is complete, true and accurate and in accordance with the Public Procurement Act No. 7 of 2011 and its Regulations.

[To be signed by the Secretary of the Tender Board or any other authorized person]

Secretary of Tender Board
Signature:
Name:
Date:

** Tender details do not need to be recorded when a tender box is used, but may be registered using this form prior to placement in the tender box, if appropriate.*