

- (c) ensure that the bids opening takes place immediately following the deadline stipulated for the submission of bids or any extension thereof;
- (d) ensure that a register is taken of the names and addresses of all those present at the bids opening and the organizations they represent which is recorded by the Secretary of the Tenders Board; and
- (e) call to the hearing of all those present, the names and addresses of each bidder, the total amount of each bid, the bid currency and shall ensure that these details are recorded by the Secretary to the Tenders Board or his delegate in the minutes of the bid opening.

41.(1) All bids shall be first examined to determine if they: Examination of bids

- (a) meet the minimum eligibility requirements stipulated in the bidding documents;
- (b) have been duly signed;
- (c) are substantially responsive to the bidding documents; and
- (d) are generally in order.

(2) A procuring entity may ask a supplier or a contractor for clarification of its bid submission in order to assist in the examination, evaluation and comparison of bids.

(3) The following shall not be sought, offered or permitted:

- (a) change in prices;
- (b) changes of substance in a bid; and
- (c) changes to make an unresolved bid responsive.