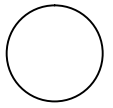


**APPENDIX 4.9 SAMPLE REPORT ON TENDERS FOR
REIMBURSABLE ITEMS UNDER CONSULTANCY ASSIGNMENTS**



MEMO

From Head of Department
Ref. () *in* _____
Tel. No. _____
Fax. No. _____
Date _____

To Chairman, EACSB
(Attn.: Secretary EACSB *)*
Your Ref. _____ *in* _____
dated _____ *Fax. No.* _____
Total Pages _____

ENGINEERING & ASSOCIATED CONSULTANTS SELECTION BOARD

**REPORT ON TENDERS FOR REIMBURSABLE ITEMS
UNDER CONSULTANCY ASSIGNMENTS**

Agreement No.:
Agreement Title:

Brief Description of Reimbursable Items

[For supply tenders, give a brief description of the commodity required.]

[For works or service tenders, give a brief description of the scope of work and location of project.]

[Highlight any special tendering and contract requirements which have affected the tender recommendation.]

Details of Tenders

[State number of invitations issued and number of tenders received.]

[State whether the lowest tender is a competitive tender and list any tender as being non competitive (being 25% above the estimate).]

[Note any tenderer who has withdrawn..]

[List the tenderers in the form of a comparative statement showing the tendered sums quoted by the respective tenderers.]