

Contract Bidding Document Submission Record Form

This **contract bidding document submission record** form sample streamlines the process of tracking and verifying all submitted bidding documents. It ensures organized record-keeping for easy reference during contract evaluations. Using this form enhances transparency and accountability in the bidding process.

Project Name: _____

Project Number: _____

Submission Date: ____ / ____ / ____

Location: _____

#	Bidder Name	Company Name	Document Type	No. of Copies	Date & Time Submitted	Received By (Name & Signature)	Remarks
1	_____	_____	_____	_____	_____	_____	_____
2	_____	_____	_____	_____	_____	_____	_____

Notes:

- Ensure all details are clearly filled for each submission.
- Attach additional sheets if more rows are required.
- This form is to be retained as part of the official bidding records.

Prepared By: _____ Date: _____
Verified By: _____ Date: _____