

# 11 LIST OF TEMPLATES

**GEN** – General Templates  
**SUP** – Supply Templates

**SER** – Service Templates  
**WOR** – Works Templates

The name of the template includes the month and year of the latest update and the latest version will always be available from the [Procurement Manual Webpage](#).

## GENERAL TEMPLATES

GEN 1-1	Purchase Request Form	Support
GEN 2-1	Declaration of Impartiality and Confidentiality	Mandatory
GEN 2-2	TOR Procurement Committee	Support
GEN 4	Code of Conduct for Contractors	Mandatory
GEN 5	Procurement Capacity Assessment	Support
GEN 6	Market Survey Checklist	Support
GEN 7-1	Procurement Plan	Mandatory
GEN 7-2	Sample of Procurement Plan	Support
GEN 8	Advertisement of Business Opportunities	Mandatory
GEN 9	Procurement Steps Overview	Support
GEN 9-1	Time Tables for Procurement Procedures	Support
GEN 9-3	Distribution Schedule Example	Support
GEN 10-1	Prepayment Guarantee	Support
GEN 10-2	Tender Guarantee	Support
GEN 10-3	Performance Guarantee	Support
GEN 11	Tender Notice	Mandatory
GEN 13	Shortlist of Suppliers/Candidates and Receipt Form	Mandatory
GEN 14	Tender Amendments, Questions and Answers	Mandatory
GEN 15-1	Tender Opening Checklist	Support
GEN 15-2	List of Participants	Mandatory
GEN 15-3	Tender Opening	Mandatory
GEN 16	Letter of Acceptance	Mandatory
GEN 17	Award Notice	Mandatory
GEN 18	Procurement Documentation Tool	Mandatory
GEN 18-1	Procurement Documentation Example	Support
GEN 18-2	Index Project Procurement File	Support
GEN 18-3	Index Simple Procedure Procurement File	Support
GEN 18-4	Index Negotiated Procedure Procurement File	Support
GEN 18-5	Index Open Tender Procedure	Support

**SUPPLY TEMPLATES**

SUP 1	Simple Procedure Quotation Form	Support
SUP 1-1	Evaluation Grid for Simple Procedure	Support
SUP 2	Request for Quotation for Supplies	Mandatory
SUP 2-1	Request for Quotation for a Framework Contract	Mandatory
SUP 3	Tender Dossier	Mandatory
SUP 4	Evaluation Grid for Negotiated Procedure	Mandatory
SUP 5	Evaluation Grid for Open Tenders	Mandatory
SUP 6	Purchase Order	Mandatory
SUP 7	Framework Contract	Mandatory
SUP 8	Letter to Unsuccessful Suppliers	Mandatory
SUP 9	Guidelines on Transportation and Storage	Support
SUP 10-1	Transport Booking - Air Freight	Support
SUP 10-2	Transport Booking - Sea Freight	Support
SUP 11-1	Step Guide to Procurement of Medicine	Mandatory
SUP 11-2	Step Guide to Procurement of Medical Devices	Mandatory
SUP 11-3	Template for Advertisement of Business Opportunities for Medical Devices	Mandatory
SUP 12	General Terms and Conditions for Supply	Mandatory
SUP 13	Goods Received Note	Support

**SERVICE TEMPLATES**

SER 1	Request for Proposal for Engineering Services	Mandatory
SER 2	Request for Proposal	Mandatory
SER 2-1	Request for Proposal for Framework Services	Mandatory
SER 2-2	Request for Proposal for Open Budget	Mandatory
SER 2-3	Terms of Reference for Services	Support
SER 3	Evaluation Grid for Negotiated Procedure	Mandatory
SER 4	Contract	Mandatory
SER 4-1	Framework Contract	Mandatory
SER 5	Letter to Unsuccessful Candidates	Mandatory
SER 6	Tender Dossier incl. Framework Contract	Mandatory
SER 6-1	Tender Dossier for Open Budget	Mandatory
SER 7	Evaluation Grid for Open Tender	Mandatory
SER 8	General Terms and Conditions for Service	Mandatory

**WORKS TEMPLATES**

WOR 1	Request for Proposal	Mandatory
WOR 2	Contract	Mandatory
WOR 3	Evaluation Grid and Report	Mandatory

WOR 4	Letter to Unsuccessful Candidates	Mandatory
WOR 5	General Terms and Conditions for Works	Mandatory

---