# **TEMPLATE GEN 13: Shortlist of Suppliers/Candidates and Receipt Form**

(For procurements between EUR 300 – 149,999)

|  |
| --- |
| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*  *Where you see <…> please enter information.*  *Options are marked* (Option:…)   ***Where this appears*** [insert ] ***it is the supplier who shall insert information.*** |

**SHORTLIST OF SUPPLIERS/CANDIDATES AND RECEIPT FORM**

**<Insert contract title>**

**Closing date: < >**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **No.** | **Company** | **Contact person** | **RFQ/RFP/Tender Dossier was sent on** | **Offers received on** | **Reason for not submitting offer** | **Received by** |
| **Date** | **Date**  |  | **Name** |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |
| 9 |  |  |  |  |  |  |