**TEMPLATE GEN 18-4: Index Negotiated Procedure Procurement File**

(For Supply and Services between EUR 10,000 – 149,999 and Works between EUR 10,000 – 299,999)

**LOT <xx>: <Name of purchase>**

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| **1** | Purchase Request (GEN 1-1) |
| **2** | Shortlist of Suppliers / Candidates and Receipt Form (GEN 13) |
| **3** | Request for Quotation (SUP 2) or  Request for Proposal (SER 2, WOR 1) |
| **4** | Quotations/Proposals received (Minimum 3 competitive quotations/proposals) |
| **5** | Procurement Committee Evaluation (SUP 4, SER 3, WOR 3)  Declaration of Impartiality and Confidentiality (GEN 2-1) |
| **6** | Purchase Order (SUP 6) or  Contract (SER 4, WOR 2) |
| **7** | Letter to Unsuccessful Suppliers (SUP 8) or  Letter to Unsuccessful Candidates (SER 5, WOR 4) |
| **8** | Copy of Invoice |
| **9** | Shipping documents (e.g. packing list, airway bill, bill of lading, customs papers etc.) |
| **10** | Proof of Receipt (e.g. SUP 13: Goods Received Note or Way bill for suppliers; Final report for services or Certificate of Final completion for works) |
| **11** | Award Notice (GEN 17 OPTIONAL for contracts below EUR 30,000) |
| **12** | Note to File |
| **13** | Other relevant documents (e.g. relevant import, export permissions etc.) |