**TEMPLATE Gen 18-5: Index Open Tender Procedure Procurement File**

(For Supply and Services between EUR 150,000 – 299,999 and Works between EUR 300,000 – 2,999,999)

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

|  |  |
| --- | --- |
| **1** | Purchase Request (GEN 1-1) |
| **2** | Tender Dossier (SUP 3, SER 6) |
| **3** | Tender Notice (GEN 11) |
| **4** | Shortlist of Suppliers / Candidates and Receipt Form (GEN 13) |
| **5** | Tender Amendments, Questions and Answers (GEN 14) |
| **6** | Tender Bids |
| **7** | Tender Opening Minutes:Tender Opening Checklist (GEN 15-1)List of Participants (GEN 15-2)Tender Opening Form (GEN 15-3) |
| **8** | Procurement Committee Evaluation for Open Tender (SUP 5, SER 7) Declaration of Impartiality and Confidentiality (GEN 2-1) |
| **9** | Contract (SUP 3 part B: Contract, SER 6 part B: Contract) and Letter of Acceptance (GEN 16) |
| **10** | Letter to Unsuccessful Suppliers (SUP 8) or Letter to Unsuccessful Candidates (SER 5) |
| **11** | Copy of Invoice |
| **12** | Shipping documents (e.g. packing list, airway bill, bill of lading, customs papers etc.) |
| **13** | 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) |
| **14** |  Award Notice (GEN 17) |
| **15** | Note to File |
| **16**  | Other relevant documents (e.g. relevant import, export permissions etc.) |