**GENERAL TEMPLATES**

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| GEN 1-1 | Purchase Request Form | Mandatory |
| 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 for Business Opportunities | Mandatory |
| GEN 9 | Procurement Steps Overview | Support |
| GEN 9-1 | Time table 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 Form | Mandatory |
| GEN 16 | Letter of Acceptance | Mandatory |
| GEN 17 | Award Notice | Mandatory |
| GEN 18 | Procurement Documentation Tool | Mandatory |
| GEN 18-1  GEN 18-2 | Procurement Documentation Example  Index Project Procurement File | Support  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 Procurement File | Support |
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