**Annex GEN 18-4: Index Template for a Negotiated Procedure Procurement File**

**LOT <xx>: <insert title>**

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| **1** | List of Suppliers / Candidates (GEN 13) |
| **2** | Copy of the RFQ (SUP 2) or  RFP (SER 2, WOR 1) |
| **3** | Quotations/Proposals received (Minimum 3 competitive quotations/proposals) |
| **4** | Evaluation Grid (SUP 4, SER 3, WOR 3) |
| **5** | Purchase Order (SUP 6) or  Contract (SER 4, WOR 2) |
| **6** | Letter to Unsuccessful Suppliers (SUP 8) or  Letter to Unsuccessful Candidates (SER 5, WOR 4) |
| **7** | Copy of Invoice |
| **8** | Shipping documents (e.g. packing list, airway bill, bill of lading, delivery note etc.) |
| **9** | Proof of Receipt of the supplies, services or works (e.g. SUP 13; a Delivery Note; Final Report or other documentation) |
| **10** | Award Notice (GEN 17) (optional for contracts below EUR 30,000) |
| **11** | Note to File |
| **12** | Other relevant documents (e.g. relevant Government permissions) |