**Annex GEN 18-2: Index Template for a General Procurement File**

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| <*Insert project title, agreement/grant/contract reference number, Donor, project period>* |

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|  | Document | Mark ✔ to indicate inclusion of document |
| **1** | Application (Contract award) |  |
| **2** | Procurement plan, updates and budget |  |
| **3** | Donor communication e.g.  derogations and VAT issues |  |
| **4** | Signed Declaration of Impartiality and Confidentiality |  |
| **5** | Advertisement of Business Opportunities and supplier responses |  |
| **6** | Other documents - list |  |
| **7** |  |  |