**Annex Gen 18-5: Index Template for an Open Tender Procedure (rev May 2021)**

|  |  |
| --- | --- |
| **Procurement file reference number** | **<Insert>** |
| **Lot number** | **<Insert>** |
| **Description** | **<Insert>** |

**INFORM GLOL OSLO oF procurements EXCEEDing EUR 30,000**

|  |  |  |
| --- | --- | --- |
|  | Document | Mark ✔ to indicate inclusion of document |
| **1** | Purchase Request (GEN 7-3) |  |
| **2** | Tender Notice (GEN 11) |  |
| **3** | Tender Dossier (SUP 3, SER 6) |  |
| **4** | List of Suppliers/Candidates and Tender Receipt Form(GEN 13) |  |
| **5** | Questions and Answers (GEN 14) |  |
| **6** | Tender opening Checklist (GEN 15-1)  List of Participants (GEN 15-2)  Tender opening form (GEN 15-3) |  |
|  |
|  |
| **7** | Tender bids |  |
| **8** | Evaluation Grid (SUP 5, SER 7)  Evaluation Report for Open Tenders GEN 15-4) |  |
|  |
| **9** | Counter-Terrorism Screening has been completed  Enter screening tool Transaction/Batch ID number/s here: |  |
| **10** | Purchase Order (SUP 6) or Contract (SER 4 or WOR 3)  Letter of Acceptance (GEN 16) |  |
|  |
| **11** | Letter to Unsuccessful Suppliers (SUP 8) /  Letter to Unsuccessful Candidates (SER 5) /  Letter to Unsuccessful Contractors (WOR 5) |  |
| **12** | Invoice |  |
| **13** | Shipping documents - list |  |
| **14** | Proof of Receipt (e.g. signed invoice or signed delivery note) |  |
| **15** | Award Notice (GEN 17) |  |
| **16** | Other documents – list  *Proof of end usage if applicable (ie – beneficiary distribution list)* |  |