**Annex GEN 18-4: Index Template for a Negotiated 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** | List of Suppliers / Candidates (GEN 13) |  |
| Request for Quotation – RFQ (SUP 2) OR  Request for Proposal – RFP (SER 2, WOR 1) |  |
| **3** | Quotations (Minimum 3 competitive quotations) |  |
| **4** | Evaluation Grid (SUP 4, SER 3, WOR 3) Comparative statement with justification Note: Evaluation criteria is always: lowest price meeting administrative compliance and specifications |  |
| **5** | Counter-Terrorism Screening has been completed  Enter screening tool Transaction/Batch ID number/s here: |  |
| **6** | Purchase Order (SUP 6, signed by the supplier and the buyer) OR  Contract (SER 4, WOR 2 signed by the consultant/contractor and the buyer) |  |
| **7** | Letter to Unsuccessful Suppliers (SUP 8)  OR  Letter to Unsuccessful Candidates (SER 5, WOR 4) |  |
| **8** | Invoice |  |
| **9** | Shipping documents (e.g. packing list, airway bill, bill of lading, delivery note etc.) - list |  |
| **10** | Proof of Receipt (e.g. signed invoice or signed delivery note) |  |
| **11** | Award Notice (optional for contracts below EUR 30,000) |  |
| **12** | Other documents – list  *Proof of end usage if applicable (ie – beneficiary distribution list)* |  |