

Sample Contract File Index

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| File Index |
| **Tabs** | **Minimum File Contents** | **Check** |
| 1. | **Title, Code, Number of Specific Procurement** |  |
| 2. | Copy of Approved Procurement Plan showing relevant procurement |  |
| 3. | Procurement Implementation Plan and subsequent revisions |  |
| 4. | Procurement Requisition Note (PRN) (or similar form used by the MCA Entity to initiate a specific procurement action) |  |
| 5. | Issued Prequalification/IEOI (advertisement) (if used) |  |
| 6. | Record of Prequalification/EOIs received (if used) |  |
| 7. | Prequalification/EOI/Shortlist Report (if used) |  |
| 8. | MCC Approval of Shortlist Report (if required) |  |
| 9. | Request for Solicitation (IFB/RFP) document and MCC approval |  |
| 10. | Proposed Evaluation Panel |  |
| 11. | Copies of dgMarket, UNDB, and/or Newspaper advertisements |  |
| 12. | Minutes of Pre-Bid/Solicitation Conference |  |
| 13. | Clarification Requests (Queries) and Responses |  |
| 14. | Record of IFB/RFP Amendments (if any) |  |
| 15. | Minutes of Opening of Bids/Proposals |  |
| 16. | Record of Eligibility Verification Checks |  |
| 17. | Bid Review/Technical Evaluation Report and MCC Approval |  |
| 18. | Minutes of Financial Proposal Opening (if applicable) |  |
| 19. | Combined Evaluation Report and MCC Approval (if applicable) |  |
| 20. | Record of Contract Negotiations or Clarifications |  |
| 21. | Final Contract Approvals (Governing Body and MCC if applicable) |  |
| 22. | Notification of Award (Copies of letters sent to winner and losers, copy of dgMarket and UNDB posting) |  |
| 23. | Copy of signed contract |  |
| 24. | Copies of insurance, performance guarantee, advance payment bank guarantee, and any other required documentation |  |
| 25. | Bid Challenges Report (if any) |  |
| 26. | Contract Administration documents (acceptance certificates, final payment certificate, contract modifications) |  |
| 27. | Contract close-out form signed by MCA Entity technical sector head, Chief Financial Officer, and Procurement Director (as applicable) |  |