

PROCESS CHECKLIST GOODS AND/OR SERVICES

Title of Procurement

Procurement Number

Prepared by

Position and contact number

This checklist applies to procurements undertaken by a Request for Open or Restricted Tendering and specifically for goods and services by EOI/RFP/RFQ.

- **Mandatory requirements are bolded.**
- Non-bolded checklist items are indicative of procurement good practice.

ALL STAGES

| | Checklist item | Y | N | N/A | Comments |
|---|---|--------------------------|--------------------------|--------------------------|----------|
| 1 | Adequate and appropriate records are maintained throughout the procurement process and provide sufficient information to enable an audit or independent review | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

PLANNING THE PURCHASE

| | Checklist item | Y | N | N/A | Comments |
|---|---|--------------------------|--------------------------|--------------------------|----------|
| 2 | Appropriate approval to undertake purchase was obtained from head of Budget | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 3 | Appropriate procedures are in place to ensure that suppliers submitting EOI/RFQ/RFP are dealt with fairly and equitably during the quotation process | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 4 | An estimate of the cost of the goods/service has been developed and funding is available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 5 | A procurement plan has been developed | | | | |
| 6 | The specification has been defined | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 7 | The specification does not restrict competition, reflect bias | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Checklist item | Y | N | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| to any brand, or act as a barrier to the consideration of any alternatives and addresses value for money considerations | | | | |
| 8 An evaluation and probity plan has been developed | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 9 An evaluation committee has been established and members are familiar with procurement processes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 10 Confidentiality and conflict of interest documents have been obtained from all members of the evaluation committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 11 Policies are in place to deal with potential conflicts of interest | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 12 Evaluation criteria, weighting and an evaluation methodology have been defined | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 13 The evaluation criteria has been based on the specifications | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

PREPARING THE DOCUMENTATION

| Checklist item | Y | N | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| 14 The EOI/RFP/RFT documentation provides all the information necessary to enable potential suppliers to prepare appropriate submissions in response | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| The EOI/RFP/RFT contains - | | | | |
| (a) a clear description of goods and/or services to be procured | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (b) all conditions for participation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (c) details of the evaluation criteria to be used in the assessment of quotations, the evaluation methodology and any weightings to be used in the assessment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (d) details of the information that should be provided by suppliers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (e) all other relevant terms and conditions of the quotation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (g) ECOWAS Institutions / Agencies contact details | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (h) details of the specified closing time, date and place of lodgement; | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Checklist item | Y | N | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| (j) pricing requirements (eg: price to be exclusive of Tax). | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

INVITING OFFERS

| Checklist item | Y | N | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| 15 Sufficient time has been provided to allow suppliers to prepare a quotation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 16 Copies of the Request for Quotation documentation have been sent to identified businesses | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 17 Details of businesses issued with the RFQ have been recorded | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 18 Any extension of the time limit for suppliers applied equally to all suppliers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19 If addenda were issued, it was issued to all suppliers requested to quote | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 20 All suppliers to whom addenda was issued were requested to confirm receipt of the addenda | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 21 If addenda were issued, sufficient time was provided to allow persons requested to quote to amend their quotation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

RECEIVING OFFERS

| Checklist item | Y | N | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| 22 Fair and impartial procedures were in place in relation to receiving and opening of quotations | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (a) Quotations were held in secure location prior to the closing time for quotes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (b) All quotes received were marked with the time and date of receipt and recorded in an appropriate schedule or register | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (c) All quotation forms and quotation schedule pages were signed in the appropriate manner. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 23 The procedures for any late quotations have been followed. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Checklist item | Y | N | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| 24 Where potential suppliers have been provided with an opportunity to correct unintentional errors of form between the opening of submissions and any decision, the same opportunity was provided to all participating potential suppliers | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 25 Information provided by persons submitting quotations is treated as confidential | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 26 Documents have been secured | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

EVALUATING QUOTATIONS

| Checklist item | Y | N | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| 27 Quotations are fairly and equitably evaluated in a manner that is consistent with ECOWAS procurement guidelines | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 28 Mandatory quotation schedules have been submitted and checked for compliance. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 29 The evaluation criteria, weightings and methodology as set out in the quotation documents have been used to evaluate the quotes | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 30 The recommended supplier is an acceptable legal entity. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 31 The suppliers making the recommended quote has complied with the conditions of quotation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 32 If quotations are being considered further, any qualifications of the persons quoting, documentation departures, commercial conditions or comments requiring clarification have been noted for resolution | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 33 The reasons for not accepting any quote have been documented on file and are clear and justifiable (eg. quotation substantially non conforming; specified Qualification requirements not met; person quoting has insufficient expertise) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 34 The contract is being awarded to the supplier who | | | | |
| (a) satisfies the conditions for participation; and | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

| Checklist item | Y | N | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| (b) is fully capable of undertaking the contract; and | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| (c) whose submission is determined to be the lowest price, the best value, or the most advantageous in accordance with the essential requirements and evaluation criteria specified in the notice of tender and the RFT documentation | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 35 An Evaluation Report has been completed, and signed by all members of the Evaluation Committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 36 Confirmation has been sought regarding the availability of funds for the actual cost of the goods/services | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

REVIEW COMMITTEE

At this stage, for procurements valued at UA100,000 or more, the final Evaluation Summary Report, signed by the Tender Assessment Committee, needs to be endorsed by the Tender Board.

ACCEPTING A QUOTATION, FINALISING A CONTRACT and UNSUCCESSFUL OFFERS

| Checklist item | Y | N | N/A | Comments |
|--|--------------------------|--------------------------|--------------------------|----------|
| 37 For procurements valued at UA100,000 or more, a submission was made to the Tender Board using the appropriate forms, seeking endorsement of the procurement process | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 38 For procurements valued at UA100,000 or more, the Tender Board endorsed the process used in the procurement | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| 39 The recommendation of the Tender Board has been approved by the appropriate Committee | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

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Signature of Approving Authority

.....
Name and Designation

...../...../.....
Date checklist finalised