

PROCUREMENT CHECKLIST

| Yes | No | N/A | Comments / Notes |
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A. PLANNING

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|----|--|--|--|--|--|
| A1 | Have you prepared an up-to-date list of the needs of the project in terms of supplies, works and services, indicating their nature, estimated amounts and timing? | | | | |
| A2 | Have you checked the Contract Conditions governing the project to verify which procurement procedures must be followed? | | | | |
| A3 | Have you verified the following points before launching the procurement process: | | | | |
| | - the type of procedure that must be followed, taking into account the items to be procured and the amount? | | | | |
| | - the time at which the procurement process needs to be launched, taking into account the time estimated necessary to complete the process? - See note (b) | | | | |
| | - If you are in one of the exceptional specific cases in which the application of a negotiated procedure is permitted instead of a more complex procedure, do you have a written proof of the conditions leading to the use of the derogation? | | | | |
| A4 | If you want to make use of a derogation of the rules of nationality or origin, have you obtained such prior derogation from the JMA <u>in writing</u> ? | | | | |
| A5 | If you are in doubt about any question in this checklist have you confirmed the answers with the JMA? | | | | |

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B TENDER PREPARATION

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|----|---|--|--|--|--|
| B1 | Have you prepared tender documentation / tender instructions for use by the tenderers, which: | | | | |
| | - provides the terms of reference and the technical specifications of the procurement (e.g. specification of the goods, services or works to be procured, technical and quality requirements, timing of delivery, quantity to be delivered, etc)? | | | | |
| | - specifies who is eligible to tender (e.g. nationality rules)? | | | | |
| | - specifies the eligible origins of the goods, specifying what is meant by 'origin' as well as the means of proof required? | | | | |
| | - specifies the documents which the candidates will have to provide in order to prove that they are not in a situation of exclusion of participation in the procurement? | | | | |
| | - specifies the information and documents which the candidates have to provide to prove their technical and financial capacity? | | | | |
| | - specifies the required form and content of the technical and financial offers to be submitted by candidates? | | | | |
| | - specifies the time limit and the place for submission of offers? | | | | |
| | - specifies the exclusion, selection and award criteria that will be used for the evaluation of tenders? | | | | |
| B2 | Does this tender documentation: | | | | |
| | - present the technical and administrative specifications in a way that avoids unjustified obstacles to access by certain candidates? | | | | |
| | - ensure that all candidates are treated on an equal ground? | | | | |
| | - fix the submission due date and time so that all candidates have a reasonable time to prepare and submit their offers? | | | | |

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| B3 | Are the selection and award criteria: | | | | |
| | - detemined at preparation stage of the tender? | | | | |
| | - objective, precise and non-discriminatory? | | | | |
| | - ensure that the contract will be awarded to the most economically advantageous tender? | | | | |
| | - if the award is to be made according to the best price/quality ratio method, has a precise formula been set for for weighting the scores of the different evaluation criteria? | | | | |
| B4 | Have all persons preparing the tender confirmed their objectivity and confidentiality in writing? | | | | |
| B5 | Has an opening and evaluation committee (or separate opening and evaluation committees, if appropriate) been formed, ensuring that: | | | | |
| | - the committee(s) has (have) a odd number of members? | | | | |
| | - the committee members are formally appointed and their responsibilities (president / member) are duly defined? | | | | |
| | - the committee members are independent from each other, are independent from the candidates and have no conflict of interest? | | | | |

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C. PUBLICATION AND/OR INVITATIONS

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|----|--|--|--|--|--|
| C1 | Has a procurement notice been published when this is required in the procurement procedure to be applied? | | | | |
| C2 | If publications are made in several media, are all these publications made simultaneously? | | | | |
| C3 | When invitations / tender documents are sent to candidates, have they been dispatched simultaneously to all candidates? | | | | |
| C4 | Do you have instructions/procedures for your staff, specifying which contacts may / may not be made with the candidates during the tender process? | | | | |
| C5 | <p>When clarifications are issued to candidates during the tender process, is identical information sent to all candidates simultaneously? (for example replies to clarification questions from candidates, etc).</p> <p>When clarifications are published in the media, are they published in the same media where the tender notice was initially published?</p> | | | | |

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D. TENDER RECEIVING AND OPENING

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|----|---|--|--|--|--|
| D1 | Are all tenders received immediately registered and kept unopened until the date set for the opening session? | | | | |
| D2 | Have measures been taken to guarantee the confidentiality and safeguarding of tenders? (e.g. are tenders kept in a locked place, is access to tenders restricted only to authorised persons) | | | | |
| D3 | Are all tenders opened simultaneously in presence of the opening committee? | | | | |
| D4 | Have the tender opening activities been documented in writing? | | | | |
| D5 | Do the minutes of the tender opening session evidence: - the date and time of the opening session and the persons attending it? | | | | |
| | - the list of offers received? | | | | |
| | - that the offers received have been examined for completeness, eligibility of the tenderer and compliance with the administrative specifications? | | | | |
| | - the list of the offers considered suitable for evaluation? | | | | |
| | - any problem encountered during the process and the decision taken regarding these problems (for example, tenders received after the deadline, etc). | | | | |
| D6 | Are the minutes of the opening session signed and dated by all the members of the opening committee? | | | | |

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E. EVALUATION

| | | | | | |
|--|---|--|--|--|--|
| E1 | Have the persons participating in the opening and evaluation committees signed a written declaration of impartiality and confidentiality? | | | | |
| E2 | Have the evaluation activities been documented in writing? | | | | |
| E3 | Has an evaluation report been prepared, disclosing: | | | | |
| | - the date and time of the evaluation session(s) and the persons attending it? | | | | |
| | - the list of the tenders evaluated? | | | | |
| | - the evidence that all tenders have been examined to check there is no ground for exclusion? | | | | |
| | - the evidence that all tenders have been checked to ensure that no tenderer has a conflict of interest or is a related party of another tenderer? | | | | |
| | - the evidence that the selection has been made in accordance with the predetermined selection and award criteria? (for example does the evaluation report include a detailed record or table of the scores allocated by the evaluators to each tender according to the predetermined selection criteria). | | | | |
| | - where the technical and the financial criteria are to be evaluated separately (e.g. in double envelope methods with separate technical and financial offers), the evidence that the technical evaluation has been completed separately from the financial evaluation? | | | | |
| | - the conclusion of the evaluation committee concerning the recommended award? | | | | |
| | - the evidence that the president of the committee has checked that the pre-set selection and award criteria have been applied correctly? (for example, there is no clerical inaccuracy in the calculation of scores, etc). | | | | |
| | - the names and signatures of the evaluators? | | | | |
| - any other information which may be needed to allow subsequent verification of the evaluation activities? | | | | | |
| E4 | Have the tenders of successful and unsuccessful candidates as well as all other relevant documentation been kept on file so as to allow subsequent verification? | | | | |

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F. CONTRACTING

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|----|--|--|--|--|--|
| F1 | Have the results of the tender been notified in writing to the successful tenderer? | | | | |
| | Have these results been notified in writing to unsuccessful candidates as soon as the contract is signed by the parties? | | | | |
| F2 | Where performance guarantees or other guarantees are required, have they been obtained? | | | | |
| | Have you checked that these guarantees are valid and extend over the required period of time? | | | | |
| F3 | Has the winning tenderer provided his bank account and company identification details in writing? | | | | |
| F4 | In case rules of origin apply for supplies, have you clearly notified the supplier of these rules as well as of the need to provide an official certificate of origin? | | | | |
| F5 | Does all information in the contract with the supplier/contractor correspond to the drafts included in his tender documentation? | | | | |

G. OTHER

| | | | | | |
|----|--|--|--|--|--|
| G1 | If subsequent amendments are made to the contract with the supplier/contractor, do they respect the information and conditions of the initial tender and are they duly justified in writing? | | | | |
| G2 | If you are the coordinator of a project where the implementation is carried out by other entities or partners, have you verified that these entities/partners have followed the practices covered in this checklist? | | | | |

Prepared by: Name, Position, Signature, Date

Approved by: Name, Position, Signature, Date