

Executive Procurement Checklist

A field-tested framework for industrial and infrastructure projects above USD 250K — from feasibility to award.

Use this checklist alongside your internal project teams, engineering partners and financing counterparties. Each section maps to a milestone gate — do not advance until the items are demonstrably closed.

1 · Project Definition & Readiness

- Project purpose, sponsor and end-user clearly documented.
- Site, capacity, throughput and utilities defined with tolerances.
- Regulatory, environmental and permitting path identified per jurisdiction.
- Preliminary CAPEX/OPEX model with sensitivity on FX, energy and freight.
- Bankability check: sponsor equity, offtake, security package outlined.

2 · Engineering & Technical Specification

- Basis of Design (BOD) issued and signed by the technical owner.
- Process Flow Diagrams (PFDs) and mass/energy balances approved.
- Equipment list with duty specs, materials of construction and codes.
- Interfaces with civil, electrical, automation and utilities frozen.
- Constructability, HSE and maintenance reviews recorded.

3 · Supplier & EPC Qualification

- Long list built from verified vertical sources (not generic marketplaces).
- Financial health, references and installed base validated.
- Manufacturing capacity, lead times and country-of-origin confirmed.
- QA/QC, FAT/SAT protocols and warranty terms pre-aligned.
- Conflict-of-interest and sanctions screening completed.

4 · RFQ Structure & Commercial Terms

- Single normalized RFQ package (scope, spec, drawings, schedule, T&Cs;).
- Payment milestones tied to verifiable deliverables and inspections.
- Incoterms 2020 selected consistently with logistics strategy.
- Performance bonds, LDs and warranty structure defined up front.

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- Bid evaluation matrix (technical / commercial / delivery / risk) approved.

5 • Financing Pathway

- Capital stack mapped: sponsor equity, senior debt, ECA, DFI, grants.
- Development bank / ECA engaged at feasibility, not after tender.
- Security package (assets, receivables, guarantees) drafted with counsel.
- Insurance strategy (political risk, CAR/EAR, marine) scoped.
- Financial model stress-tested against downside scenarios.

6 • Cross-Border Execution

- Local content, customs and tax positions confirmed with in-country advisors.
- Logistics plan (routing, ports, inland transport, cold-chain if required).
- Installation, commissioning and training scope owned by named parties.
- Change-order and dispute resolution mechanism in the contract.
- Handover / performance test acceptance criteria documented.

7 • Governance, Risk & Reporting

- Steering committee cadence, decision rights and RACI in place.
- Risk register live, owned and reviewed monthly with mitigations.
- KPI dashboard: schedule, cost, quality, HSE, ESG metrics.
- Lessons-learned log maintained across project gates.
- Post-award audit and closeout plan agreed before signature.

8 • Go / No-Go Executive Gate

- All sections above closed or explicitly waived with rationale.
- Sponsor board endorsement obtained.
- Financing commitment letters or term sheets in hand.
- Contract redlines resolved; signature authorities confirmed.
- Kick-off schedule, mobilization plan and comms cascade ready.

About Global B2B Group

Global B2B Group is the strategic parent connecting procurement, financing and specialized industry platforms — ColdMatch, HatchMatch, FishMatch and SeedMatch — for industrial and food-infrastructure

projects worldwide. For a confidential project review, contact support@globalb2bgroup.com.