

International Procurement Checklist

Buyer-first, supplier-neutral checklist for enterprise industrial projects (\$250K+). Use before releasing any cross-border RFQ.

1 · Project readiness

- ☐ Business case approved with capex, opex, IRR and payback modelled
- ☐ Site data confirmed: coordinates, utilities, climate, seismic, altitude
- ☐ Regulatory pathway mapped in the destination country
- ☐ Delivery timeline aligned with financing drawdown milestones
- ☐ Internal approvals and signing authorities identified

2 · Specification & standards

- ☐ Rev-controlled technical specification with datasheets and drawings
- ☐ Applicable standards fixed (ISO, IEC, ASME, EN, API, CE, UL)
- ☐ Interface boundaries and exclusions explicitly documented
- ☐ Spare parts, commissioning and warranty scope defined
- ☐ Local codes and destination-country certifications listed

3 · Commercial baseline

- ☐ Incoterms 2020 selected and locked (EXW/FCA/CIP/DAP/DDP)
- ☐ Currency and hedging approach agreed
- ☐ Payment milestones tied to verifiable deliverables
- ☐ Performance bonds, LDs and warranty duration disclosed
- ☐ Taxes, duties and clearance responsibility assigned

4 · Supplier due diligence

- ☐ 4–8 pre-qualified suppliers across regions and technologies
- ☐ Financial standing verified (audited accounts, D&B, credit rating)
- ☐ Sanctions, PEP, adverse-media and beneficial-owner screening done
- ☐ Reference projects visited or verified with named clients
- ☐ Quality system certified (ISO 9001, sector-specific standards)
- ☐ ESG posture screened (labour, environment, governance, conflict minerals)

5 · Documentation package

- ☐ Commercial invoice, packing list, bill of lading / airway bill

- ☐ Certificate of Origin (with FTA preference claim if applicable)
- ☐ Inspection & test plan (ITP) and Factory Acceptance Test protocol
- ☐ Product certificates (CE DoC, ISO, UL, ATEX, IECEx as applicable)
- ☐ Customs classification (HS code) agreed with broker
- ☐ Insurance certificate covering the agreed Incoterm

6 · Financing readiness

- ☐ Feasibility study bankable to lender / DFI / ECA standards
- ☐ ESIA baseline complete where required
- ☐ Evaluation criteria disclosed inside the RFQ
- ☐ Local content requirements addressed
- ☐ Off-take, EPC and O&M contracts structurally aligned

7 · Award & execution

- ☐ Normalise all quotes to same currency, Incoterm, warranty, spares
- ☐ One structured clarification round before final scoring
- ☐ Award memo signed by procurement + engineering + finance
- ☐ Contract mirrors RFQ commercial terms line-by-line
- ☐ Debrief letters issued to unsuccessful bidders

Need help?

- ☐ Submit one structured RFQ at globalb2bgroup.com/rfq-builder
- ☐ Free for buyers · Supplier-neutral · Multi-supplier normalisation included