

GLOBAL B2B GROUP · PROCUREMENT CHECKLIST

Executive Procurement Checklist

A pre-flight review for industrial RFQs of \$250K and above. Complete every section before releasing an RFQ to market.

Global B2B Group · Editorial Standards Board

Independent, buyer-first industrial procurement, sourcing and financing.

Executive Procurement Checklist

A pre-flight checklist to run before any industrial RFQ is released. Complete every section; unchecked items are the single most common cause of scope disputes, bid re-issuance and financing delays.

A. Project foundation

- Business case approved by sponsor
- Budget envelope and contingency defined
- Timeline with critical-path milestones
- Steering committee and decision authority named

B. Technical scope

- Statement of Work signed off by engineering
- Technical specification with revision control
- Applicable standards listed (ISO, IEC, ASME, EN, API)
- Interface & battery-limit drawings attached
- Site conditions and utility data provided

C. Commercial framework

- Incoterms selected and confirmed
- Payment terms and milestones defined
- Currency and price-adjustment mechanism agreed
- Warranty duration and coverage stated
- Performance bond / bank guarantee requirements
- Liquidated damages and cap on liability

D. Supplier qualification

- Long list of ≥ 8 candidates identified
- Legal & sanctions screen completed
- Financial health check completed
- Reference calls to prior clients completed
- Site or factory visit scheduled (if applicable)

E. RFQ pack

- Cover letter with submission deadline
- Technical specification (rev-controlled)
- Commercial terms & pricing schedule template
- Evaluation criteria disclosed
- Clarification window and Q&A protocol defined

F. Financing readiness

- Capital stack modelled (equity, senior, ECA, mezz)
- Feasibility & ESIA documents current
- Financial model with sensitivities completed
- Lender long list & term-sheet targets identified
- ECA eligibility pre-checked for imported equipment

G. Governance & compliance

- Anti-bribery & AML checks on counterparties
- Data protection & confidentiality (NDAs) in place
- Local content requirements documented
- Permitting authority engaged