Procurement Waiver Request – Ministry Memo Checklist

# I. Justification for Waiver

☐ Is the nature of the good/service clearly described, including specifications or scope of work?

☐ Is a valid justification for the waiver provided (e.g., sole source, emergency, public safety)?

☐ Has a detailed rationale been provided to support the justification?

☐ Was a market assessment conducted? Are findings documented and relevant?

☐ Is this a one-time or recurring need? Are measures outlined to avoid future waivers?

☐ Are the consequences of not granting the waiver clearly articulated?

# II. Business Need and Urgency

☐ Is the critical business need aligned with ministry or national priorities?

☐ Is the urgency clearly explained and justified?

☐ Is the required delivery timeline specified?

☐ Does the explanation clarify why a standard procurement process is not feasible?

# III. Financial and Resource Implications

☐ Is the cost of procurement clearly stated and backed by quotations?

☐ Is the proposed price assessed for fairness and reasonableness?

☐ Are the funds available and identified under a specific budget line?

☐ Are long-term financial implications discussed (e.g., maintenance, upgrades)?

# IV. Risk Assessment and Mitigation

☐ Are potential risks associated with the waiver identified?

☐ Are mitigation strategies outlined clearly and adequately?

☐ Is there a conflict of interest declaration or disclosure?

☐ Are reputational risks assessed and mitigation measures described?

# V. Compliance and Policy Adherence

☐ Does the request reference relevant procurement policy or legal authority for the waiver?

☐ Have all necessary internal approvals been obtained or initiated?

☐ Are supporting documents (e.g., quotes, approvals, specifications) attached?

☐ Is there a clear audit trail for the decision-making process?

# VI. Alternatives and Future Planning

☐ Have alternatives been considered and reasons for rejection explained?

☐ Are preventative actions identified to avoid future waiver needs?

# Appendices/Documents to be attached

* Signed Valid Quotation from the supplier
* Internal Quotations Assessment Report
* Internal Approvals Documents
* Company’s registration certificates
* FNPF and FRCA Compliance Certificated