

GTB WAIVER CHECKLIST

All papers seeking Boards consideration should ensure that the followings are satisfied. All Officers to ensure references are placed on the respective columns once necessary checks are done.

REQUIREMENTS

Pages No
box provided

CATEGORY B - DIRECT SUBMISSION ON SOLE SUPPLIER BASIS

- 1 Memo from the line Ministry signed by the PS or HOD on such request
- 2 Memo submitted to include the following:
 - (i) Purpose of the purchase
 - (ii) Budget allocated
 - (iii) Letter from donor (fully funded) if nominating vendor
 - (iv) Reason(s) for not following the normal tender process in line with FPO Regulations 2010/Standing Orders
- 3 Complete submission to FPO should include the following
 - (i) Signed Quotation from the supplier
 - (ii) Endorsed letter (preferable letterhead) from the manufacturer certifying that the supplier is the **exclusive** distributor in Fiji or in the Pacific Region
 - (iii) If the supply is to be acquired from the manufacturer, it should be clearly indicated
 - (iv) All calculations checked
 - (v) Companies full name as per company registration
 - (vi) Service Contracts- when was the last warranty expired
 - (vii) Advance payment (if applicable)
 - (viii) Delivery aspects/ Duration of contract verified against TOR
 - (ix) Confirmation of compatibility (if applicable)

The above is in addition to sect 48 of PR2010.

Checked By _____
 Signed _____
 Date _____

Reviewed By _____
 Signed _____
 Date _____